

Over fifty years of service to Manitobans  
Helping people to live active and independent lives

Aider les gens à mener une vie active et autonome  
Plus de cinquante années au service des Manitobains

101 – 1555 St James Street  
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## Employment Opportunity

### Program Coordinator - Support and Consultation for Independent Living (SCIL)

0.6 Permanent FTE, may be combined with additional FTE up to 1.0 FTE

*Classification: Senior Occupational Therapist*

*Hours: 22.5(+)/week*

*Wage rate: as per MAHCP\**

*Site: Winnipeg Community*

*\*Portability of benefits and seniority will be honored*

**Support & Consultation for Independent Living** is a mental health focused occupational therapy program operated by Community Therapy Services. SCIL provides recovery-oriented services to individuals experiencing mental illness, with a primary focus on independent community living.

#### **Primary Responsibilities:**

The SCIL Program Coordinator reports to the Executive Director & is responsible for the general administration of the SCIL program. The following outlines a brief description of those responsibilities.

**Administration:** Screens requests & referrals through the intake process, determines eligibility and prioritization, gathers info and assigns codes; manages waitlist and program therapist's caseloads while ensuring that safe visit info is available; provides clinical guidance, supervision & performance feedback; maintains records, stats and program data, and communicates with Executive Director and funding source via quarterly stats and yearly report; monitors and develops standards, forms and policies related to quality of care, documentation & caseload management; monitors time slips, monthly mileage claims, petty cash; ensures program's quality assurance and represents CTS to internal and external stakeholders; coordinates recruitment, selection, orientation and training of new SCIL staff.

**Clinical Care:** Plans and administers comprehensive, individualized assessments; analyses assessment data to develop and document relevant and meaningful recommendations; implements individualized intervention strategies to enable clients to reach recovery-oriented goals; communicates and collaborates with healthcare professionals involved in clients' care; acts as a resource to CTS staff and WRHA CMHP staff on specific concerns related to cognition &/or mental health.

**Teaching:** Participates in teaching, supervision and evaluation of OT students, interns or re-entry candidates; provides orientation sessions re: SCIL services, educational presentations related to recovery, rehabilitation, role of OT in MH etc; contributes to continuing education/professional development within CTS and the wider community; acts as a resource and consultant to CTS staff therapists re: issues related to mental health.

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**Qualifications:**

- Baccalaureate or master's degree in occupational therapy
- Registered and a member in good standing with COTM and adherence to the Code of Ethics
- Minimum 5 years recent clinical experience in community mental health service delivery
- Experience in leadership position an asset
- Valid MB driver's licence and vehicle to carry out job responsibilities
- Satisfactory criminal records check

**Additional Requirements:**

- Demonstrated understanding of recovery-oriented mental health service delivery
- Demonstrated skill in assessment of cognition and functional status / capacity, and use of a variety of relevant assessment tools
- Strong analytical and critical thinking skills
- Demonstrated effective interpersonal, communication and leadership skills
- Proficient computer skills and excellence in written communication skills (report-writing)
- Strong organizational and time management skills, and demonstrated ability to initiate and work independently
- Familiarity with WRHA Community Mental Health Program and Winnipeg community-based mental health services and supports
- Familiarity with a wide range of tools, skills and models of practice relevant to mental health service delivery, including active listening skills, mindfulness, motivational interviewing, crisis intervention, suicide intervention, trauma informed practice, CBT, DBT, harm reduction, co-occurring disorders, supported housing, psycho-social rehabilitation, hoarding disorder, skills teaching strategies, cognitive intervention and cognitive adaptive strategies, cross-cultural awareness, etc.

***Accommodation is available on request for candidates taking part in all aspects of the selection process.***

*For further information please contact either of the following:*

*Merri-Lou Paterson*  
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*(204) 949-0533 ext. 229*

*Valentina Cornejo*  
[vcornejo@ctsinc.mb.ca](mailto:vcornejo@ctsinc.mb.ca)  
*(204) 949-0533 ext. 257*

*Resumes can be submitted to:*

*Valentina Cornejo, Executive Director*  
*Email: [vcornejo@ctsinc.mb.ca](mailto:vcornejo@ctsinc.mb.ca)*

**Date posted: September 23, 2024**

**Closing date: October 14, 2024 – 12 noon**