



## North Eastman Health Association Inc. Job Description

### *Proctor III*

**POSITION SUMMARY:** As an integral part of the Mental Health Program, a Proctor III will provide services to individuals experiencing multiple needs due to severe mental illness and who require intensive input in order to maintain themselves in the community. Specific goals and activities are identified by the client and the Community Mental Health Worker. The focus of Proctor III services will be on providing rehabilitative and crisis supports in the areas of social behavior, life skills, self-care, medication self-administration, coping skills, etc.

**Reports To:** The Proctor reports to the Mental Health Resource Coordinator who initiates their services and coordinates their assignments, and reports to the Community Mental Health Worker for clinical supervision.

**Union:** MGEU – Community Support

**Location:** Regional

### **QUALIFICATIONS:**

#### **Education and Experience**

- Grade 12 or GED equivalent with additional training and/or certificates specific to Mental Health required plus one year related volunteer/ work experience. Other combinations of education and experience may be considered.
- Applied Suicide Intervention Skills Training (ASIST) or willing to obtain
- Non-violent Crisis Intervention Training or willing to obtain
- Valid adult CPR and Emergency First Aid an asset

#### **Knowledge, Skills and Abilities**

- Understanding of client empowerment
- Knowledge of major mental illnesses and interventions
- Ability to assess and teach basic life skills
- Ability to communicate effectively both orally and in writing
- Understanding of the issues faced by individuals experiencing a mental illness
- Good interpersonal skills

- Knowledge of community resources
- Willingness to work flexible hours
- Ability to work independently
- Valid Class 5 driver's license

**POSITION DUTIES AND RESPONSIBILITIES:**

- Assisting clients in strengthening their skills in such areas as self-care, behavior and social skills, communication skills, self-help and the use of community resources, coping skills, etc.
- Development of day to day plans with the client as supervised by the Community Mental Health Worker.
- Implementation of specific interventions identified to achieve identified goals.
- Monitoring/ evaluation of client progress; reporting feedback to client and Community Mental Health Worker on a regular basis.
- Crisis support under the direction of the Community Mental Health Worker
- Liaising with various resources, (hospitals, recreational, etc.)
- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS).

Original Dated: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Director/Manager/Supervisor Date Revised

Approved by: \_\_\_\_\_  
Vice President/CEO Date Revised

Approved by: \_\_\_\_\_  
Director, Human Resources Date Revised

**NOTE: Original Signed and Dated June 30, 2007**