



North Eastman Health Association Inc. Job Description

Proctor II

POSITION SUMMARY: As an integral part of the Mental Health Program, a Proctor II provides rehabilitative support to individuals needing to enhance their daily living skills in order to maintain themselves in the community. Specific goals and activities are identified by the client and the Community Mental Health Worker.

Reports To: The Proctor reports to the Mental Health Resource Coordinator who initiates their services and coordinates 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 preferred. Other combinations of education and experience may be considered
- One year volunteer/ work experience working with individuals with mental health concerns
- 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
- Good interpersonal skills
- Ability to communicate effectively both orally and in writing
- Knowledge of community resources

- Understanding of the issues faced by individuals experiencing a mental illness
- 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 areas of daily living activities, self-care, communication, social behaviour, self-administration of medication, etc.
- Assisting clients in recreational/ vocational/ educational interests of choice.
- Crisis support under the direction of the Community Mental Health Worker.
- Monitoring of client progress; providing feedback to the client and Community Mental Health Worker on a regular basis.
- Liaising with various resources, (hospitals, recreational, etc.) as directed by the Community Mental Health Worker.
- 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