



Mental Health Intake Worker

1.0 FTE Full-Time Regular Position (35 hours/week), Bargaining Unit – UFCW Local 175

Parkdale Queen West Community Health Centre is a dynamic, community-based health care organization serving mid-west downtown Toronto. Offering a broad range of services, including primary health care, dental care, harm reduction, health promotion, counselling, and community development programs. We are also committed to serving people who face barriers to health care, and we strive to reduce these barriers. PQWCHC is a multi-sited organization.

Responsibilities:

Reporting to the Manager of Mental Health Services, the Mental Health Intake Worker is responsible for delivering effective client focused services by carrying out the following responsibilities.

- Provides initial service screening and limited assessment of initial needs of individual referred for mental health services.
- Provides brief counselling, crisis intervention as required and/or appropriate.
- Assesses client's eligibility for service(s) and potential needs for additional services.
- Assigns eligible clients to most appropriate counsellor/case manager in the organization.
- Provides referrals for services which are not provided by Parkdale Queen West CHC, as appropriate.
- Assists in updating counsellor schedules in the EMR.
- Supports the team's use of the EMR and trouble-shoots with IT for any issues.
- Takes minutes at team meetings.
- Ensures that clients are aware of privacy, confidentiality, respect, and client's rights & responsibilities policies of Parkdale Queen West CHC.
- Completes the social demographic information for client's health record.
- Other administrative duties as assigned.

Qualifications:

- Bachelor of Social Work degree
- Experience in working interdisciplinary team environment.
- Experience in assessment, crisis intervention, brief counselling services.
- Effective assessment, interviewing, relationship building and problem-solving skills.
- Knowledge of community resources that serve Parkdale Queen West CHC priority client groups.
- Three to five years of relevant experience in a community setting.
- Proficiency in the use of computers and various software applications.
- Good administrative, time management and communication skills
- Proficiency in language (s) other than English is an asset.

Compensation: \$50,561 - \$59,539 per annum, plus Group Benefits and HOOPP (Healthcare of Ontario Pension Plan)

If you are interested in joining a creative and dedicated team to make things better, we want to hear from you. Please send your resume and cover letter in a single document (MS Word or PDF format only) to hirings@pqwchc.ca, quoting "**MH Intake Worker**" in the subject line. Internal candidates please submit application by 5:00 pm of January 24, 2022. External applicants the deadline to apply is January 28, 2022. We truly appreciate your interest; however, only those candidates selected for an interview will be contacted. Please also note that the successful candidate will be required to provide a criminal reference check as a condition of employment. Employment is conditional upon having had a full series of COVID19 vaccinations 14 days before starting employment.

PQWCHC is committed to the principles of access and equity. PQWCHC is committed to reflecting the diversity of the communities it serves and we encourage applicants who reflect Toronto's indigenous, LGBTQ2, racial, and cultural diversity. We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request. Parkdale Queen West CHC is in full compliance of the Ontario Human Rights Code and does not discriminate on the ground of records of offenses.