



**Canadian Mental
Health Association**
Newfoundland and Labrador

Employment Case Manager (2)

Permanent, Full-time for Duration of three-year program (may be eligible for renewal)

The Canadian Mental Health Association – Newfoundland and Labrador Division is seeking two **Employment Case Managers** to work with our Employment Program.

Key Responsibilities:

- Manage a caseload of individuals with mental health issues/complex needs seeking competitive employment in a number of employment sectors.
- Work with individuals who are recently housed or precariously housed in finding and maintaining competitive employment.
- Support and assist participants with developing and implementing an individualized Return to Work Action Plan
- Provide employment, training, volunteer and community resources to clients.
- Provide job development services; identify and recruit potential employers, provide assertive outreach to the community, develop strategies to increase employment opportunities and establish and maintain positive employer relationships.
- Facilitate and prepare employment readiness workshops.
- Maintain employer/participant documentation and statistical data.
- Utilize various data collection tools/software.
- Utilize a strengths based approach.

Qualification Requirements:

- University and/or college degree in social services, vocational rehabilitation, psychology, occupational therapy or another related field.
- Experience working in a vocational/employment setting with individuals experiencing mental health issues.
- A strong understanding of the Newfoundland Human Rights Commission's duty to accommodate legislation and ability to support employers through the process.
- Certificate in Individual Placement Supports training or equivalent vocational certification.
- Understanding of mental illness and barriers faced when transitioning to work.
- Ability to collaborate with multiple stakeholders.
- Strong computer skills – Microsoft Word, Excel, Outlook.

A valid driver's license and access to a vehicle is required.

Please forward cover letter and resumé through email to:

Linda Beck
Canadian Mental Health Association, NL Division
70 The Boulevard, First Floor
St. John's, NL A1A 1K2
Email: lbeck@cmhanl.ca

Deadline: Close of business Wednesday, November 18, 2015

The Canadian Mental Health Association is an equal opportunity employer. People with lived experience are encouraged to apply.