

JOB DESCRIPTION

Benchmark Job #287

Ministry: Health
Branch: Mental Health
Location: New Westminster

Working Title: **Community Residential Program Assistant**
Level: Range 14
Classification: Community Program Officer

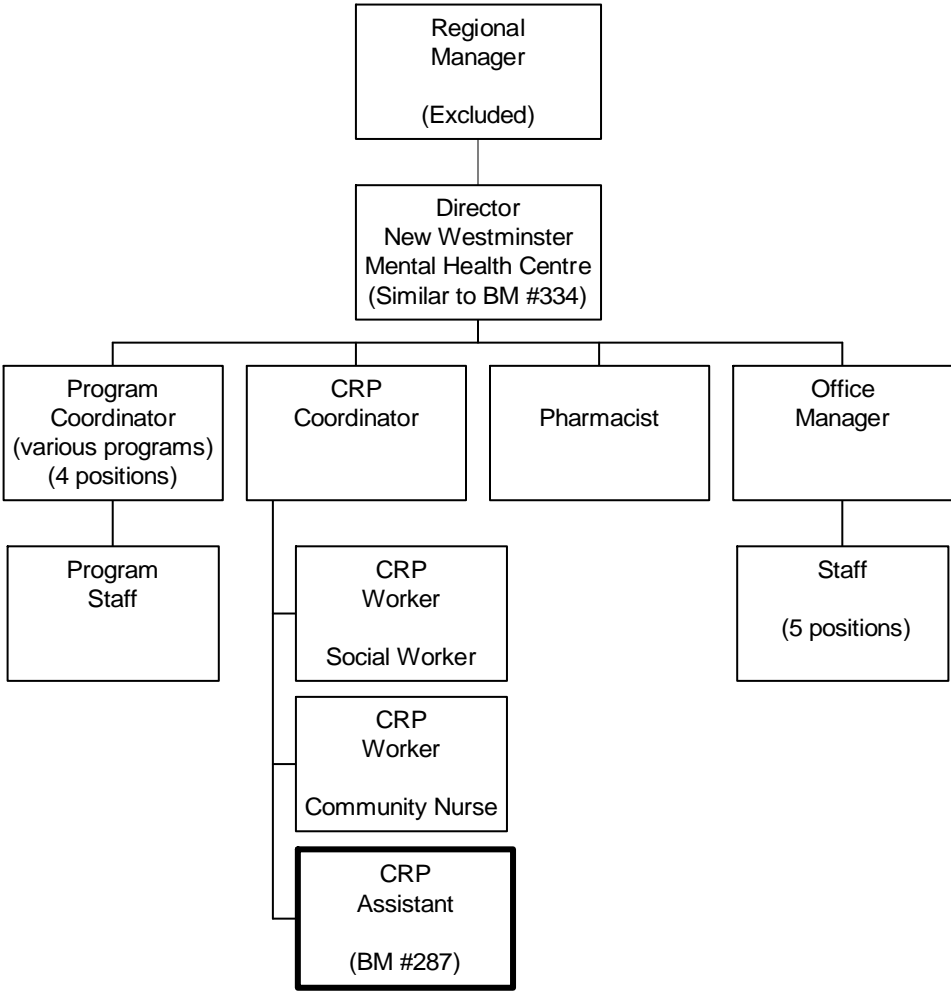
PRIMARY FUNCTION

To assess the needs, skills, abilities and interests of mentally ill residents in community residential facilities, covered by the Community Residential Program (CRP), in order to facilitate their placement in educational, vocational, social, or recreational rehabilitation programs.

JOB DUTIES AND TASKS

1. Assesses client needs to facilitate placement in various rehabilitation programs
 - a. receives client referrals from CRP clinicians or CRP facilities staff
 - b. interviews clients to assess needs and abilities and ascertain interests
 - c. compiles relevant client employment, educational, medical and social history
 - d. counsels clients about program expectations, processes and procedures
 - e. assists clients to develop realistic rehabilitation goals
 - f. exchanges information with CRP Coordinator, CRP team and CRP facility staff on clients
 - g. refers clients to appropriate community resources and monitors progress
 - h. assesses client rehabilitation goals and amends as necessary
 - i. communicates with primary clinicians regarding client progress or problems
2. Assists CRP Coordinator in administration of Community Residential Program
 - a. monitors facility compliance with Mental Health CRP manual of recreational standards by meeting with facilities staff and reporting problems to Coordinator
 - b. monitors quarterly activity program reports submitted by facilities and reports problems to Coordinator
 - c. advises facility staff on activity program development, planning, evaluation and recording
 - d. provides information to facility staff on community programs, trends and problems
 - e. provides information on continuing education opportunities for facility staff and may arrange information sessions with guest speakers
 - f. maintains client records and progress reports and a community resource inventory
 - g. provides statistics and reports to CRP Coordinator as required
3. Performs other related duties
 - a. provides information to staff, clients and community agencies on rehabilitation programs and other community services for people who are mentally ill

ORGANIZATION CHART
Benchmark Job #287



REASON FOR CLASSIFICATION

Benchmark Job #287

Job Title: Community Residential Program Assistant

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of the Community Residential Program to assess client history and needs and facilitate client placement in educational, vocational, social or recreational programs, monitor client progress and assist CRP facility staff to implement appropriate activity programs.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply structured study and analysis to interpret client history and interests and choose an approach using accepted methods to assess clients' skills and abilities; assist clients to develop realistic rehabilitation goals, refer clients to appropriate community resources and monitor ongoing progress.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to conduct interviews with clients to assess background, capabilities and interests and advise on program expectations.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to CRP facilities and community resources to facilitate client placements.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to assess client's capabilities and recommend appropriate resource placement; monitor ongoing progress, amend client goals as required and monitor facility compliance with CRP manual of recreational standards by meeting with facilities staff and reporting problems to Coordinator.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to complete own travel expense claim forms.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a single user community resource inventory information system.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #287

Job Title: Community Residential Program Assistant

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES No responsibility for human resources.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide rehabilitation services and direct counselling to clients in psychiatric facilities.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen and observe while interviewing clients to assess their abilities, history and interests.	C	12
11	PHYSICAL EFFORT Light physical effort to regularly focus visual attention to client files while compiling client employment, medical and social history.	B	6
12	SURROUNDINGS Exposure to frequent direct involvement with institutionalized, unpredictable and/or unstable clients in CRP facilities while completing initial interviews and monitoring ongoing progress.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around mentally ill clients, in CRP facilities, who may react violently.	D	9

Total Points: 573

Level: Range 14