



The Kettle Society

Strength through mental health

Want to make a difference in the lives of women? Want to work for an organization that is an active advocate in breaking down the barriers for people with mental illness? If the answer is yes, then check us out: www.thekettle.ca

https://www.youtube.com/watch?v=pl1qB9mQloU&feature=emb_logo

We offer competitive wages, a comprehensive employer-paid benefit plan for full-time and part-time staff including Extended Medical and Dental coverage, and to those who are eligible, the Municipal Pension Plan (MPP)

About:

The Kettle Society supports people with mental illness to lead healthier lives by providing support services, advocacy, employment, mentoring and housing. We work to raise awareness of mental health issues, break down stigma and reduce barriers for people with mental illness. Our goal is to promote inclusion of people living with mental illness in all aspects of society.

Position:

Develops, implements and supervises care plans for clients entering Peggy's Place; reviews client files on an on-going basis and revises care plans accordingly. Educates, supervises and trains staff in relation to care plans, including medication procedures, to ensure quality and optimum services are provided while maintaining the mental and physical safety of clients at Peggy's Place. Facilitates a weekly mandatory support group and keeps current on all outside resources available to clients. Oversees day-to-day operations of Peggy's Place in the manager's absence.

Position: Clinical Care Coordinator (RN) - Peggy's Place Women's Transition Home

Organization: The Kettle Friendship Society

Hours & Days: Thursday to Monday: 8am to 4pm

Salary & Compensation: \$38.00 to \$42.00 per hour based on experience + Benefits

Qualifications:

- Degree or Diploma in Nursing
- Current practicing registration with the College of Registered Psychiatric Nurses of British Columbia (CRPNBC) or the College of Registered Nurses of British Columbia (CRNBC)
- Five years of related experience, including supervisory experience, working in women's shelters or transition homes or an equivalent combination of education, training, and life and/or work experience
- Current and up to date certifications in CPR, Emergency First Aid Community Care, WHMIS 2015, Naloxone training, and Level 1 FoodSafe.





Duties & Responsibilities:

- In conjunction with facility manager, develops care plans, caution sheets and abuser profiles for clients at intake; reviews client files on an on-going basis and revises care plans accordingly. Initiates and implements mood and safety monitors, head injury monitors, visual monitors, safety contracts and any other such actions deemed necessary within house policies and procedures. In cases of mental health or physical health crises, ensures safety of the client and others while calling relevant emergency services
- Ensures that client needs are addressed by organizing appointments and case conferences with outside supports to ensure that optimum care is provided while the client resides in the facility and that supports are in place when the client leaves. Makes appointments for client to meet with mental health team, doctors and other service providers as necessary to meet client needs related to physical and mental health, trauma and abuse issues, drug and alcohol abuse, and spiritual, nutritional and recreational well-being. Accompanies clients to appointments when it is imperative that a staff member attend with the client and no other staff member is available to do so
- Oversees all medication procedures. Trains staff in all medication procedures and ensures that they strictly adhere to these procedures through monitoring and addressing staff errors in medication dispensing and file entries. Determines requirement for in-house incident reports and directs staff to complete. Organizes and participates in a regular medication safety committee with facility's designated pharmacy
- Reviews and maintains all records in accordance with provincial regulations and facility policies. Ensures staff strictly adhere to the requirements of legal recording. Documents any unusual occurrences or changes with clients, including staff observations, and reports these to facility manager and the client's doctors and therapists
- In conjunction with the facility manager, meets regularly with clients to offer support, empathy and encouragement to move forward in their lives, and to identify any changing needs. Facilitates a mandatory weekly support group within the facility. Assigns chores and reviews and discusses these assignments with residents.
- Provides site-specific training and orientation to new staff and provides day-to-day clinical supervision including developing staff daily tasks lists. Models behaviours that allow women to deal with interpersonal relationships within the facility. Trains staff to model the same behaviours. Provides manager with input for staff performance appraisals
- Establishes and maintains professional contacts with doctors, therapists and other community agencies. Keeps current on all outside resources available to clients and investigates services prior to any referrals
- Remains current on governing legislation, contracts, adult care licensing rules, etc., sets up new protocols for staff to follow and collaborates with facility manager to revise program policies and procedures accordingly. Provides information on health issues, illnesses and diseases that are unfamiliar to Manager and staff
- Responds to workplace incidents, conducts incident investigations and meets reporting obligations under the provincial *Workers Compensation Act and Regulations*, all in keeping with The Kettle's Occupational Health & Safety (OHS) program. Consults with the Staff





The Kettle Society

Strength through mental health

Development Manager and/or Human Resources Consultant when technical or other support is required during the initial response, investigation and reporting process

- Oversees day-to-day operations of Peggy's Place in the manager's absence
- Performs other related duties as assigned

Knowledge, Skills & Abilities

- Knowledge of the mandate, programs and policies of The Kettle, particularly as these relate to residential/licensed care
- Knowledge of administrative practices and procedures of The Kettle, particularly as these relate to residential/licensed care, including program management, record maintenance and reporting requirements
- Knowledge of policies, regulations and procedures governing licensed residential facilities and legal requirements affecting service delivery and operations
- Knowledge of psychological, physical and social aspects of mental illness, abuse, addiction and recovery
- Knowledge of services and activities of community and government agencies including referral sources and community resources
- Conflict resolution, mediation and facilitation skills
- Crisis intervention skills
- Ability to establish and maintain effective communication with clients
- Ability to establish and maintain working relationships with doctors, therapists and other health care professionals
- Ability to communicate effectively both verbally and in writing
- Ability to utilize word processing software
- Physical ability to carry out the duties of the position

Additional Information:

Must present a Physician Note reflecting a negative Tuberculosis (TB) screening at the time of hire, and annually thereafter

As per the PHO, you must have received both doses of an approved COVID-19 vaccine in order to work at our organization. An approved COVID-19 vaccine passport must be presented at the time of hire.

The Kettle appreciates and acknowledges the land in which we live and work on as unceded territory of the Coast Salish peoples, including the territories of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

Please send your cover letter and resume to peopleandculture@thekettle.ca

We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.

