



CANADIAN MENTAL HEALTH ASSOCIATION  
SIMCOE COUNTY BRANCH  
INTERNAL/EXTERNAL JOB POSTING

POSTING # 25-54 IE	POSTING DATE: Nov 12/2025	CLOSING DATE: Dec 12/2025
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**CLASSIFICATION:**

**Community Support Worker (CSW) Level 3 (Recreational Specialist) – Transitional Rehabilitation Housing Program (TRHP) - Full-Time, Permanent – Midland**

The Canadian Mental Health Association, Simcoe County Branch seeks a Community Support Worker (Recreational Specialist), who, in accordance with the agency’s policies, standards, and guidelines, is responsible for providing intensive case management support to individuals transitioning into the community from the Regional Forensic Program at Waypoint Ctr. Interventions include: individualized assessment and planning, direct service, and referral to community resources; outreach, coordination and provision of life skills development and recreational programming, monitoring, evaluation and advocacy. Travel required.

**REQUIRED QUALIFICATIONS:**

- Demonstrated experience in developing and delivering skills-development programming to individuals experiencing mental health and/or addictions challenges.
- Demonstrated experience in recreation/life skills planning, coordination, and delivery.
- Minimum four (4) years education and experience in the human services field.
- Must have one of the following:
  - Human Service Worker
  - Social Service Worker
  - Addictions Diploma; or
  - A University degree or Diploma in a field related to Human Services (preferably Social Work), Adult Education, Community Development, and/or Recreation.
- Must hold current registration and be in good standing with one of the following professional bodies:
  - Vocational Rehabilitation Association of Canada (VRA Canada);
  - College of Vocational Rehabilitation Professionals (CVRP); or
  - Certified Therapeutic Recreation Specialist (CTRS)
- Experience in mental health and/or addictions (community-based setting preferred).
- Must have access to a vehicle, a valid Ontario driver’s license, and adequate automobile insurance.
- Fluency in French or another second language would be an asset.
- Legally entitled to work in Canada.

**REQUIRED SKILLS AND KNOWLEDGE:**

As per job description.

**SALARY SCALE:**

CSW Level 3: \$54,709 – 60,497 \*per annum

*\*pro-rated based on hours worked*

*\*plus shift premium as per policy*

**HOURS OF WORK:**

- 35 hours per week, 9 a.m. to 5 p.m., working rotating weekend shifts.
- Able to work within a flexible framework for the purpose of responding to program and client needs.

**SUBMIT COVER LETTER AND RESUME TO:**

Human Resources

[hr@cmhastartalking.ca](mailto:hr@cmhastartalking.ca)

*Please submit in a single document*

**APPROVED BY:**

Danielle Greenwood  
Manager, Human Resources

November 12, 2025

Date

*CMHA Simcoe County Branch is an equal opportunity employer committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, 1990 CMHA Simcoe County Branch will provide accommodations throughout the recruitment and selection process to applicants with disabilities. CMHA Simcoe County Branch supports the recovery of people with mental illness and promotes diversity in the workplace. We welcome all applicants including persons with lived experience, women, Indigenous people, people with disabilities, and members of the 2SLGBTQ+, visible minority and immigrant communities to apply. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*



<b>JOB TITLE:</b>	Community Support Worker (Level 3, Recreational Specialist) – Transitional Rehabilitation Housing Program
<b>REPORTS TO:</b>	Manager, Community Justice Program (CJP), Transitional Rehabilitation Housing (TRHP), Forensic Supportive Housing Program (FSHP) & Crisis Call Diversion (CCD) Programs
<b>JOB SUMMARY:</b>	The Community Support Worker (Recreational Specialist), in accordance with the agency’s policies, standards, and guidelines, is responsible for providing intensive case management support to individuals transitioning into the community from the Regional Forensic Program at Waypoint Ctr. Interventions include: individualized assessment and planning, direct service, and referral to community resources; outreach, coordination and provision of life skills development and recreational programming, monitoring, evaluation and advocacy. Travel required.
<b>REVISED:</b>	October 2025
<b>REVISED BY:</b>	Manager, CJP; Manager, Human Resources and Organizational Development; Director, Service Operations; Director, Human Resources and Organizational Development
<i>CMHA reserves the right the change job descriptions as the needs of the agency change.</i>	

**CORE COMPETENCIES**

- Work together in relationships to learn and grow
- Encourage understanding
- Listen with an open mind
- Laugh and enjoy humour compassionately throughout the day
- Notice the dignity and value of ourselves and others
- Engage others with compassion
- Share our stories and our hearts
- Strive to honour and respect ourselves and others
- Embrace a philosophy of harm reduction

**DUTIES, RESPONSIBILITIES, AND RELATED TASKS:**

**1. Organizational**

- Assist in the planning, implementation, and evaluation of the programs and services.
- Have a strong commitment to quality improvement (QI) and support the continuous improvement of client care and family supports on a team, organizational, and system level.
- Comply with agency policies, standards, guidelines, and procedures.
- Participate effectively in staff and other designated meetings.
- Work in cooperation with management and other staff members in the provision of efficient and coordinated services.

**2. Program and Services**

- Process referrals for TRHP including screening, assessment and intake interviews as well as individualized plans for support/treatment and facilitate linkages to community resources.
- Process referrals for TRHP, including screening, assessment, intake interviews, individualized support/treatment plans, and facilitating linkages to community resources.
  - Provide direct service to TRHP participants and graduates individually and in groups, including: Support residents in building daily living skills, confidence and independence through therapeutic recreation and leisure-based activities.
  - Develop and implement individualized and group recreation therapy programs that promote wellness, social connection and community integration
  - Facilitate community outings and partnerships that enhance social inclusion and access to community resources.
  - Provide education and coaching on lifestyle choices that promote and incorporate healthy choices, coping strategies and use of leisure time.
  - Supportive counselling and goal setting
- Provide in-reach to potential TRHP clients residing at Waypoint.
- Participate in service planning and clinical meetings with Waypoint, Shelter Now, and CMHA program staff.
- Engage in cross-training initiatives with partner agency staff.
- Facilitate access to needed services, including crisis intervention and treatment.
- Support adherence to TRHP house rules to ensure safety and comfort for all clients.
- Conduct regular house checks and report maintenance/safety issues to Shelter Now Property Manager.
- Assist with CJP and participate in recreation program development, implementation, and evaluation.



- Contribute to program development and continuous quality improvement initiatives.
- Ensure client adherence to program/activity rules for safety and comfort.
- Collaborate with CMHA staff and community partners to connect clients with additional services and opportunities.
- Provide and coordinate crisis intervention and/or relapse prevention as needed.
- Troubleshoot program/client issues in coordination with CMHA staff and partners.
- Other tasks as required.

### 3. Monitoring and Evaluation

- Evaluate the achievement of goals from the perspective of both the participant/client and case manager, as well as client satisfaction with service and achievements.
- Maintain participant/client records as per agency standards and Diversity, Equity and Inclusion (DEI) practices.
- Report in writing: all accidents, injuries, and occurrences.
- Collect data, including: participant/client's demographics, service statistics, and goal achievement, as well as other systems that may be developed.
- Provide reports as required or requested.
- Manage program related funds as per directives.
- Ensure OCAN is completed on each client of TRHP.

### 4. Performance Targets

Responsible for achieving or exceeding performance targets as outlined by the program and organization.

### 5. Community Relations

- Maintain positive and collaborative relationships with fundamental community partners (e.g., Peer, Shelter Now), networks, professional organizations, and other related service providers
- Represent the agency mandate, mission, values, and philosophy of the agency in the community, including networks or meetings as requested.
- Assist in the training and mentoring of students, new staff, and/or volunteers.

### 6. Professional Development

- Set annual performance and professional development goals.
- Participate in regular meetings with supervisor.
- Attend relevant conferences, workshops, and other in-service events as approved.

### 7. Other

- Provide staff back up for any agency programs as required.
- Perform other related duties as assigned by the Program Manager.

### KNOWLEDGE, SKILL AND BEHAVIOURAL COMPETENCIES REQUIRED:

- Ensure activities meet with (and integrate with) organizational requirements for quality management, health and safety, values, and mission.
- Utilize a client-centered approach so as to develop trusting relationships with clients.
- Understand of provincial/local legislation as well as government policies, procedures, and practices pertaining to services provided by the agency.
- Be competent in the provision of services offered by CMHA.
- Empathetic to those suffering the effects of mental illness and/or substance misuse.
- Knowledge client-centered recovery philosophy and basic principles and practices of community service delivery.
- Knowledge of community resources connected to the provision of mental health and addiction services.
- Knowledge of assessment, planning, and skill teaching strategies.
- Able to anticipate crises and to apply appropriate non-violent crisis intervention skills to de-escalate the situation.
- Knowledge of mental illness and medications, as well as the ability to assist clients with symptom management.
- Knowledge of addictions, best practices, and ability to actively engage in the agency's Exchange program.
- Willingness to use harm reduction approaches on a daily basis in client care.
- Excellent verbal and written communication skills.

### WORKPLACE REQUIREMENTS:

#### Hours of Work

- 35 hours per week, 9 a.m. to 5 p.m., working rotating weekend shifts.



- Able to work within a flexible framework for the purpose of responding to program and client needs.

### **Qualifications**

- Demonstrated experience in developing and delivering skills-development programming to individuals experiencing mental health and/or addictions challenges.
- Demonstrated experience in recreation/life skills planning, coordination, and delivery.
- Minimum four (4) years education and experience in the human services field.
- Must have one of the following:
  - Human Service Worker
  - Social Service Worker
  - Addictions Diploma; or
  - A University degree or Diploma in a field related to Human Services (preferably Social Work), Adult Education, Community Development, and/or Recreation.
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  - College of Vocational Rehabilitation Professionals (CVRP); or
  - Certified Therapeutic Recreation Specialist (CTRS)
- Experience in mental health and/or addictions (community-based setting preferred).
- Must have access to a vehicle, a valid Ontario driver's license, and adequate automobile insurance.
- Fluency in French or another second language would be an asset.
- Legally entitled to work in Canada.

### **Health and Safety**

- Abide by the policies and procedures outlined by the organization.

### **MANDATORY TRAINING REQUIREMENTS:**

- Workplace Hazardous Materials Information System (WHMIS)
- Worker Health & Safety Awareness
- Staff Orientation
- Automated External Defibrillator (AED) Training (First Aid, CPR)
- Non-Violent Crisis Intervention Training (NVCI)
- Applied Suicide Intervention Skills Training (ASIST)
- Diversity, Equity, and Inclusion (DEI) Training
- Harm Reduction