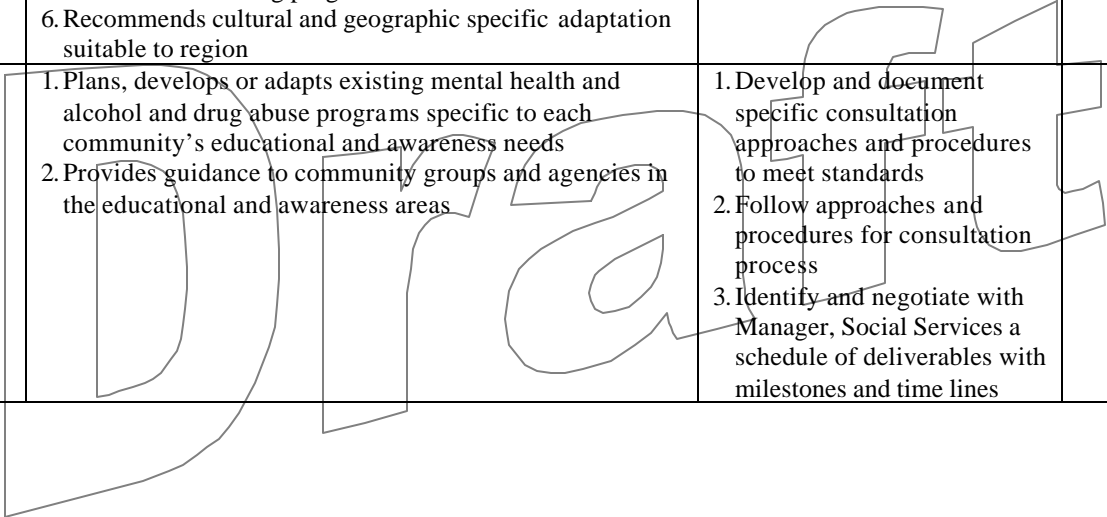


REGIONAL ALCOHOL, DRUG & MENTAL HEALTH SPECIALIST

JOB DEFINITION WORKSHEET

Draft

Name: Neil Gregory		Location: Kugluktuk - Eastern Kitikmeot Region		Sheet # __1__
Responsibility: <i>Plans</i> Community Mental Health, Drug and Alcohol Programs				
Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level	
1. Consults in region to identify mental health, drug and alcohol abuse priorities and plan appropriate action.	1. Consults with: <ul style="list-style-type: none"> ▪ Regional Boards and Agencies ▪ Community Groups and Councils ▪ Government Officials 2. Specific community mental health, drug and alcohol concerns are identified 3. Priority areas are identified and agreed to by clients 4. Develops plan/s of action to alleviate/remedy concerns 5. Consults with program consultants in the Department of Health and Social Services regarding development of long term plans for reaching community mental health and alcohol and drug programs 6. Recommends cultural and geographic specific adaptation suitable to region	1. Develop and document specific consultation approaches and procedures to meet standards 2. Follow approaches and procedures for consultation process 3. Identify and negotiate with Manager, Social Services a schedule of deliverables with milestones and time lines		
2. Plans mental health, alcohol and drug abuse and other social programs to stimulate awareness and provide guidance in the educational area	1. Plans, develops or adapts existing mental health and alcohol and drug abuse programs specific to each community's educational and awareness needs 2. Provides guidance to community groups and agencies in the educational and awareness areas	1. Develop and document specific consultation approaches and procedures to meet standards 2. Follow approaches and procedures for consultation process 3. Identify and negotiate with Manager, Social Services a schedule of deliverables with milestones and time lines		



Name: Neil Gregory

Location: Kugluktuk - Eastern Kitikmeot Region

Sheet # 2

Responsibility: *Plans* Community Mental Health, Drug and Alcohol Programs

Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level
3. Assists others in planning of mental health, alcohol and drug abuse and other social programs and plans	1. Assists government departments and concerned organizations in planning programs geared towards large groups ie. Youth in the area of mental health, alcohol and drug abuse and other social programs 2. Makes recommendations to Manager, Social Services and to the Department of Health and Social Services headquarters staff on the selection of funding proposals for the context of their perceived effectiveness and future impact on the community 3. Assist social workers, nurses and/or Alcohol & Drug Counsellors in developing plans for assessment, referral and treatment of individual cases of community people affected by mental health, drug and alcohol and drug abuse problems		

Draft

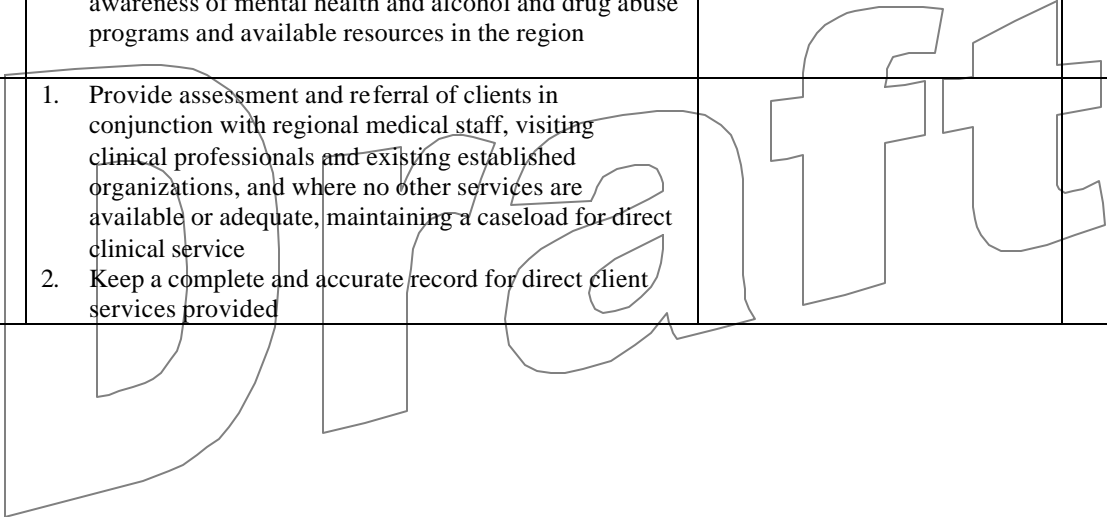
Name: Neil Gregory

Location: Kugluktuk - Eastern Kitikmeot Region

Sheet # 3

Responsibility: *Administers Community Mental Health, Drug and Alcohol Programs*

Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level
1. Delivers formal and informal programs on awareness and prevention of mental health and alcohol and drug abuse	1. Participate in conducting formal and informal education programs and workshops of community groups in the region, acting as a catalyst to promote the concepts of self-help and community responsibility 2. Work with other government officials and charitable organizations to present progress on awareness and prevention of mental health and alcohol and drug abuse programs to specific target groups 3. Work with existing alcohol center employees to present educational and preventive programs in their communities, where such employees may feel their knowledge and skills require upgrading		
2. Uses media to stimulate awareness of mental health and alcohol and drug abuse	1. Makes use of all available media to stimulate awareness of mental health and alcohol and drug abuse programs and available resources in the region		
3. Provides assessments and refers clients	1. Provide assessment and referral of clients in conjunction with regional medical staff, visiting clinical professionals and existing established organizations, and where no other services are available or adequate, maintaining a caseload for direct clinical service 2. Keep a complete and accurate record for direct client services provided		



Name: Neil Gregory

Location: Kugluktuk - Eastern Kitikmeot Region

Sheet # 3

Responsibility: *Co-ordinates* Community Mental Health, Drug and Alcohol Programs

Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level
1. Assists in the initiation and organization of community based groups and projects to address mental health and alcohol and drug abuse problems	1. Assist in the organization of community based concerned groups where such do not exist for the purpose of providing programs to alleviate mental health and alcohol and drug abuse problems 2. Travel throughout eastern Kitikmeot region to explain and discuss the programs with communities and to encourage the communities to develop projects appropriate to their needs 3. Assist in the development and preparation of and submit community project proposals for projects <ul style="list-style-type: none"> ▪ design, goals and objectives, activity structures, staff requirements, cost management, evaluation criteria 4. Assist in the selection of community project boards if requested		
2. Identify resources and initiate and facilitate inter-agency meetings and	1. Work with existing support groups (church, AA, volunteer groups) and resources for counseling services to develop, maintain and make available lists of adequate resources for professionals who come in contact with individuals with mental health and alcohol and drug problems 2. Initiate inter-agency meetings with other resource people involved in mental health and alcohol and drug and other social services areas to ensure awareness and co-ordination of all efforts in meeting community mental health and alcohol and drug concerns		
3. Monitor and evaluate community and service needs	1. Continuously review and monitor community and service needs 2. Consult with community members and agencies to determine needs 3. Examine studies and reports prepared by specialists in the field of prevention, treatment and rehabilitation		

Name: Neil Gregory		Location: Kugluktuk - Eastern Kitikmeot Region		Sheet # <u> 5 </u>	
Responsibility: <i>Contributes</i> to the Development of Staff and Volunteers Engaged in Provision of Mental Health, Alcohol and Drug Services					
Task		Standards & Deliverables		Goal / Objective	
1. Remains current and informed of professional mental health and alcohol and drug practices		<ol style="list-style-type: none"> 1. Participate in mental health and alcohol and drug abuse training courses, workshops, seminars and conferences 2. Ensures knowledge is current of mental health and alcohol and drug abuse theories, issues and professional practices 			
2. Provides training services to community workers		<ol style="list-style-type: none"> 1. Works with Personnel Department and Performance Management Skills and Competencies Plan to identify training needs of community workers 2. Delivers In-Service training to community workers 3. Assists in the arranging of formal training for project workers 4. Assists in the development and acquisition of resource material to be used by community programs 			

Draft

Name: Neil Gregory

Location: Kugluktuk - Eastern Kitikmeot Region

Sheet # 6

Responsibility: *_Performs Other Duties As Required*

Task	Standards & Deliverables	Goal / Objective	Authority / Decision Level
1. Provides communication and information services	1. Ensures open lines of communications between visiting psychiatric teams and community agencies 2. Provides Manager, Social Programs with information in response to Ministerial inquiries 3. 4. Assists Manager, Social Programs with budget preparation and reports 5. Speaks to various groups and organizations as required by Senior Management		
2. Reports to Manager, Social Programs	1. Provides Manager, Social Programs with: <ul style="list-style-type: none"> ▪ regular (twice weekly) status reports on work plan progress ▪ travel reports, contact report, budget report 		
3. Contributes to team building	1. Conducts meetings to disseminate information, interpret policies and procedures, problem solve, continuously improve and team build 2. Develop and maintain good working relationships with colleagues, supervisors, professional and support staff, community members and visiting specialists		
3. Ensures quality	1. Ensures that records, reports, files and documentation are complete, accurate, on time and properly filed (secure and maintained according to professional and legal guidelines and protocols) 2. Compiles accurate records for review of data for budget and statistical analysis 3. Evaluate work program and service delivery 4. Recommends changes or improvements to policies, procedures and programs as required 5. Implements and monitors adherence to improved policies, procedures and programs		