



# Anishnawbe Health Toronto

Our mission is to improve the health and well-being of Indigenous people in spirit, mind, emotion and body by providing Traditional Healing within a multidisciplinary health care model.

## EMPLOYMENT OPPORTUNITY

### Mental Health Coordinator

Regular/Full Time



Anishnawbe Health Toronto is a fully accredited community health centre which offers access to health care practitioners from many disciplines including Traditional Healers, Elders and Medicine People. We are recruiting a **Mental Health Coordinator** to join our multidisciplinary team which addresses the social determinants of health.

We have broken ground for our new home of Anishnawbe Health Toronto, an Indigenous Hub in the West Don Lands. We expect to be completed in the fall of 2023. Join our dynamic team and the exciting programs and services offered at AHT and our collective work to support the reclamation of culture and identity.

#### Duties & Responsibilities:

- Reports directly to the Manager of the unit and is a member of AHT's management team;
- Schedule and provide support for team meetings/case conferences and maintain related records; care coordination including assignment of clients to staff, reassigning as necessary considering caseloads; monitor work schedules; coordinate staff activities in the unit; and assist with orientation for new employees;
- Monitor referrals, ensuring services to clients are delivered; coordinate gathering of statistical information for reports; coordinate committee meetings and related records; and compile statistical data;

- Provide ongoing reports; maintain and monitor all client tracker tools; and ensure external documents for clients are scanned into the EMR;
- Monitor staff issues/concerns, as well as client complaints/concerns, and report these to the manager;
- Develop and maintain good working partnerships with other organizations and agencies; represent the unit; facilitate visitor participation in unit activities; and coordinate joint partnership projects with external agencies;
- Purchase supplies and equipment and ensure proper documentation for purchases;
- Perform other related duties as required.

**Qualifications:**

- College diploma/certificate in the social services sector; or an acceptable equivalent combination of education and experience;
- 5 years previous experience as a front-line counsellor and with case management in a supervisory role;
- Experience with and/or knowledge of the issues affecting the Aboriginal population in an urban setting;
- Superior interpersonal, communication and leadership skills;
- Strong organizational and time management skills;
- Well-developed problem-solving and decision-making skills;
- A valid Ontario Driver's License is required.

**How to Apply:** Please submit your cover letter and resume by email to [recruitment@aht.ca](mailto:recruitment@aht.ca), as a single document, with your name and "Mental Health Coordinator" in the subject line. If you have questions about the process, please call 416-920-2605, ext. 121.

**POSITION WILL REMAIN OPEN UNTIL FILLED**

Anishnawbe Health Toronto offers a competitive salary, a comprehensive benefits package, a commitment to your professional development and a supportive workplace environment. ***Anishnawbe Health Toronto is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Aboriginal persons, visible minority group members, women, and persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.***

(If you are invited for an interview and require accommodation, please let us know)  
***Meegwetch to all applicants, however, only those selected for an interview will be contacted.***