

# Employment Opportunity

<p><b>Job Title:</b> Case Manager – Mental Health</p>	<p><b>Date Posted:</b> May 06, 2026</p>	<p><b>Reports to:</b> Team Lead, Mental Health</p>
<p><b>Job Posting # CM-MH-005/2026-27</b></p>	<p><b>Date Closed:</b> May 14, 2026</p>	<p><b>Position Type:</b> Full Time, existing vacancy</p>

**About Organization:**

Punjabi Community Health Services (PCHS) is a pioneer community-based not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 35 years by providing services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development, as well as for its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada.

**Why Work at PCHS:**

- 3 weeks’ paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service
- 7 days’ paid Personal Days
- Comprehensive Benefits package (including coverage towards fitness memberships and winter tires)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Hybrid Schedule (depends on nature of role)
- Free on-site parking

**About Position:**

Case Manager – Mental Health will provide culturally and linguistically appropriate case management supports to individuals living with complex addictions and mental health issues and to their significant others. Services include individualized assessment, care planning, supportive counselling, service co-ordination (linking service recipients with services and supports), and specific interventions related to concurrent disorders.

**Qualifications, Experience and Skills:**

- University degree and/or Community College Diploma in social services or related field
- Minimum two years related experience in direct service delivery to individuals with serious mental illness and addiction issues
- Registration with regulatory body is preferred
- Knowledge of culturally competent practices

- Demonstrated case management and referral skills; and ability to effectively link clients to supportive services
- Knowledge of and sensitivity to issues of gender, race, sexual orientation and issues impacting diverse communities
- Experience in working effectively as a member of a multidisciplinary team including internal and external stakeholders
- Ability to work collaboratively with community partners
- Maintain client records / files according to agency standards
- Knowledge and experience with data management systems, particularly Catalyst and CRMS (Client Record Management System)
- Possesses good judgment and problem-solving skills
- Effective written and verbal communication skills as well as presentation skills across all levels of the organization
- Excellent computer skills with advanced proficiency in Microsoft Office
- Superior time management skills, multitasking and ability to prioritize tasks with minimal supervision
- Proficiency in a second language would be an asset, preferably Punjabi, Hindi & Urdu
- Familiarity with Cloud technology and Share-Point is an asset

## **Requirements:**

- Possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged

## **Key Responsibilities:**

- Assessment and referral
- Develop and implement care plans based on family/client-centered recovery goals
- Provide intensive case management, long term planning, and follow up services when needed
- Screen and respond to crisis calls initiated by clients, family members, friends, health care providers, and community agencies
- Ongoing monitoring until clients can be discharged from service
- Provide input into ongoing development & continuous quality improvement of the program
- Participate in Team, Program and Staff meetings
- Participate in regular direct supervision with immediate supervisor
- Represent PCHS in a professional manner on internal/external committees/ subcommittees as assigned
- Other related duties, as assigned

**Hours:** Full Time, 37.5 hours per week  
(Some evenings and weekends work is required)

**Salary Range:** \$50,000- \$53,000

**Position to commence:** May 2026

**Please submit resume to the Hiring Committee at [hr@pchs4u.com](mailto:hr@pchs4u.com).**

Please add **Job Posting # CM-MH-005/2026-27** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

**Equity, Diversity, Inclusion Statement:** PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [hr@pchs4u.com](mailto:hr@pchs4u.com)

**Use of AI:** We use an applicant tracking system (ATS) to organize applications and improve efficiency. Every application is comprehensively reviewed by our recruitment team to ensure a thorough assessment of your experience, skills, and potential. AI is not used to make hiring decisions.

**Disclaimer:** PCHS only posts jobs on verified platforms and **never** requires candidates to pay fees. To apply safely, please send your resume directly to [hr@pchs4u.com](mailto:hr@pchs4u.com). Do not submit personal information through any other website or link.