

Ministry

Jobs, Economy and Trade

Describe: Basic Job Details

Position Name (30 characters)

Occ Mental Health Specialist

Current Class

Stds Safety and Compliance 7

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Organizational Structure

Division, Branch/Unit

SFWH/OHS PD/SPS

Supervisor's Position Name (30 characters)

Manager, SPS

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2024-01-10

Responsibilities Added:

The incumbent will be responsible for developing an internal psychosocial support system model for the branch in consultation with internal stakeholders.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

The Mental Health Specialist is a provincial specialist who provides psychological subject matter expertise in support of projects, issues, publications, client responses, and front line compliance and enforcement activities related to the *Occupational Health and Safety (OHS) Act*, Regulation and Code. The incumbent will provide mental health expertise in reviewing and interpreting the *OHS Act*, Regulation and Code. They will assist in anticipating, identifying, and

assessing psychological hazards and recommend control measures in all types of provincially regulated workplaces. The incumbent will support OHS investigations in identifying where and how mental health factors contributed to incidents. The incumbent will provide professional mental health advice and technical analysis of issues to the Ministry and stakeholders in industry, labour, government and other agencies regarding a variety of psychological-related hazards.

This position is both critical to delivery of front-line services (enforcement of the OHS legislation, support to regulated programs) as well as government operations and priorities. The area of mental health, as it relates to OHS, is sensitive, technical, and quickly becoming recognized as a key hazard responsible for over all worker health in all industries.

This position reports directly to the Director of Specialized Professional Services (SPS) unit and is a technical member of the team supporting and collaborating with other team members as well as staff within the OHS Delivery branch.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Develop and implement a psychological wellness program for the Branch.

- Identify and propose effective solutions for the control of psychological hazards related to the work site exposures encountered by OHS officers, investigators, and support staff.
- Develop training and draft a program reflective of the best practices for controlling psychological hazards in the work place specific to the Branch.

Support OHS Delivery officers and investigators in work related to psychological issues.

- Support inspections/investigations when requested by officers to provide advice and perspective on psychological issues including mental health, workplace bullying, harassment and violence.
- Provide expert opinions and support for cases where prosecution is recommended.
- Review reports and findings from field inspections and investigations. Advise on options, risks and next steps.
- Conduct proactive projects to address identified and emerging psychological issues.

Lead the development of practical program and related operational policies specifically for OHS Delivery.

- Draft operational procedures for inspections and investigations, management and other operational personnel.
- Conduct proactive projects to address identified and emerging psychological issues.
- Develop and implement a peer support program to provide workplace supports for staff within Safe, Fair, Healthy Workplaces (SFHW)
- Support and lead the development of an internal psychosocial support system/model to provide workplace supports for staff within the branch.

Participate in the regular review and revision of the OHS legislation and policies relating to psychological issues, in accordance with the department regulatory review plan.

- Support regulatory review working groups.
- Review current literature to stay up-to-date on current developments, advances, issues and practices.
- Draft recommendations for changes in legislation and assist with legal drafting of changes.

Develop explanation guides and publications, and discuss policy interpretations relating to mental health, workplace harassment and violence.

- Draft explanations of the Occupational Health and Safety Code.
- Review or develop publication bulletins.
- Provide policy interpretations to stakeholders internally or externally.

Problem Solving

Typical problems solved:

- Determine if the employers have reviewed their work process for hazards and have eliminated or controlled the identified hazards.
- Perform inspections of the work site to determine the existence of health and safety hazards and to determine if these are being controlled and review documentation related to complaints, and investigations.
- Observe and document the identified health and safety hazards. Discuss with the employer the hierarchy of controls that may be applicable for the hazards presented at the worksite in order to meet minimum legislated standards.
- Obtain input from workers and employer representatives about the general health and safety status in the work environment.
- Determine if adequate health and safety procedures are present at the work site to address the identified hazards.
- Issue client contact reports, outlining observations, & conclusions, detailing areas where minimum standards have not been met.
- Monitor and follow-up agreements to achieve compliance with Regulation and Code.
- Issue orders (compliance, stop work orders).

Types of guidance available for problem solving:

Requires excellent analytical, problem solving and decision-making abilities to identify hazards or potential hazards, to determine compliance to legislation and to find feasible solutions. The incumbent will approach the Director and/or one of the experienced members to seek guidance and input.

Direct or indirect impacts of decisions:

The decisions of the incumbent will have a direct impact on employers, contractors, owners and suppliers who are unwilling to meet the legislative standards or are in direct contravention of those standards.

Key Relationships

Major stakeholders and purpose of interactions:

Required Education, Experience and Technical Competencies

Education Level

Master's Degree

Focus/Major

Science

2nd Major/Minor if applicable

Arts

Designation

Other

If other, specify:

Registered Psychologist

Job-specific experience, technical competencies, certification and/or training:

- Requires at a minimum a related university degree and be a registered Psychologist in Alberta or a registered social worker in good standing with their respective College in Alberta.
- Must have extensive experience in organizational psychology and psychosocial hazards. A minimum of five year's experience in the science and practices of psychology or social work with an in depth knowledge and skills as it related to workplaces is required.
- Knowledge and ability to develop and coordinate a full range of workplace relevant assessment techniques, to plan, research, develop and advise on prevention, protection, compliance and enforcement policies, programs and performance measures regarding workplace harassment and violence.
- Knowledge and ability to coordinate input and expertise from other divisions, departments, professionals as well as stakeholders on occupational health and safety issues, standards and policies.
- Knowledge and ability in planning and organizing to develop, coordinate and make recommendations in response to issues and questions.
- Ability to use common office software to perform research, gather and analyze data, prepare reports, policy and program materials, education materials and correspondence.
- Discretion and due regard for confidentiality regarding the revelation and discussion of sensitive, personal information.
- Ability to research and prepare review summaries, discussion papers and recommendations.
- Ability to explain and express professional terms, complex findings and ideas in clear language when

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>Understanding of organizational theory related to relationship dynamics in the workplace in order to anticipate and respond to developments and issues sensitively and effectively.</p> <p>Knowledge of due process, confidentiality/privacy issues, workplace harassment and workplace violence issues and trends/developments in other areas to be able to evaluate and respond to emerging issues.</p> <p>Knowledge of, and a demonstrated ability to interpret and apply related legislation (occupational health and safety, Human Rights, FOIP), related policies and programs, and policy and program evaluation techniques, in order to research, develop and recommend policy and program options, and evaluate and report on policy and program effectiveness.</p>

<p>Build Collaborative Environments</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>remains apprised of trends, developments and advances in workplace harassment and violence and related subjects, and consults with professionals inside the ministry and externally to remain current.</p> <p>Oral and written communication skills, listening and documentation skills, to obtain and communicate information and expert interpretations of policies and programs.</p> <p>Ability to conduct sensitive interviews; evaluate and report on assessment approaches/findings and next steps options to Managers and Directors.</p>
<p>Develop Networks</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Persuasiveness to obtain the trust of complainants and employers, co-workers and others involved in workplace harassment and violence issues.</p> <p>Interpersonal skills to obtain and sustain trust, and maintain and strong working relationships with multi-disciplinary staff and diverse contacts in the business and industrial and professional community.</p> <p>Leadership, teamwork and project management skills in order to participate in/lead program activities and committees, projects, etc.</p>

<p>Creative Problem Solving</p>	<p>○ ○ ● ○ ○</p>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Analytical, logic and problem-solving skills to design and execute valid research into policy and program content and develop policy and program content; and conduct sensitive assessments in the field and ensure their validity.</p> <p>Identifies opportunities for improvements and works with Ministry staff on their implementation.</p> <p>Time management skills, to balance competing demands at the OHS Delivery branch, especially where complaints are involved.</p>
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