

ABI and Addictions/Mental Health Collaborative Member Position Description

The ABI and Addictions/Mental Health Collaborative is a group of service providers who meet regularly to review and discuss referrals of people who are considered to be at high risk. The purpose of the discussion is to brainstorm ways to address the risk issues. The options will then be presented to the referred person for consideration.

Role of Collaborative Member:

- attend meetings (anticipated to be monthly for maximum 2-hour duration), preferably in person, however, teleconference will be available
- If a member cannot attend, they will try to have a colleague attend on their behalf. The colleague needs to know the agency/service mandate, referral process, and referral criteria.
- participate in each meeting by engaging in the discussion and brainstorming to contribute to the development of action plans to address client risk issues;
- complete assigned work,
- communicate key messages both within and external to the Collaborative,
- bring questions and/or suggestions from the front line or peer group,
- positively represent the work of the Collaborative,
- propose process changes to enhance quality of mechanism and outcomes
- during meetings follow Principles of Respectful Participation:
 - Speak with intention, say what matters
 - Listen with attention and without judgment – respectfully try to understand others’ perspectives knowing your perspective is not the only one
 - Be aware of your impact, be thoughtful and considerate of others
 - Commit to making a contribution that is helping our work, helping us move forward
 - Be fully present
 - Be aware of your ‘air time’, let everyone have a chance to speak
 - Be open
 - Speak for yourself only, let others speak for themselves
 - One speaker at a time
- suggest sector and role replacement to Coordinator if need to end membership on Collaborative

Coordinator Role:

The Coordinator is the SEO ABI System Navigator.

- all of the above
- If the System Navigator is unable to attend a Collaborative meeting, the Community Brain Injury Services (CBIS) Service Coordinator will facilitate the meeting.
- schedule, plan and guide process of each Collaborative in each of HPE, KFLA and LLG
- design and facilitate Collaborative meetings to create an action plan to address the risk issues for each client presented;
- develop appropriate schedule for each meeting to ensure momentum is maintained and progress is achieved;
- summarize sessions to facilitate accountabilities being met and progress is achieved;
- ensure client electronic records are updated as per Collaborative discussion and plans.
- track performance indicators during each Collaborative meeting and update performance indicators in database following each Collaborative meeting,
- analyze and develop reports of performance indicators as per the reporting schedule
- Lead process changes to enhance quality of mechanism and outcomes
- Anticipate and plan for system impacts.
- hold Collaborative to the Principles of Respectful Participation to create a safe and open environment for conversation, learning, and planning.