Windsor Essex Community Health Centre
Centre de santé communautaire de Windsor Essex
weCHC
Healthcare for You
Des soins de santé pour vous

JOB POSTING

Position Title:	**Manager, Mental Health and Addictions**
Company/Program:	**Windsor Essex Community Health Centre**
Classification:	**Permanent Full time - 35 hours per week**
Date Posted:	**Mon, Nov 16, 2020**

CORE RESPONSIBILITIES OF THE POSITION

The Manager, Mental Health and Addictions is responsible for the development, implementation and evaluation of counselling services at weCHC. Under the supervision of a Director, Clinical Practice the Manager will be required to provide leadership for the counselling team, supervise staff and manage staffing needs, maintain a safe and effective environment, develop an evaluation program and integratep with other weCHC programs throughout Windsor and Essex County.

In addition, the Manager, Mental Health and Addictions will also:

- Provide supervision and subject matter expertise to weCHC counselling and therapy teams including: Social Workers, Therapists and Addiction Support Workers
- Supervise and guide staff individually or in groups as needed to support the continuous improvement of programs and services ensuring adherence and compliance to professional standards of practice
- Explore opportunities for systems improvement in service delivery and participate in the development and implementation of new processes or initiatives as directed
- Develop, monitor and evaluate program content ensuring consistent practices based on best practice guidelines and make recommendations for revisions as required using evidence-based theories, interventions and counselling modalities
- Competently manage case conferencing with Social Workers, Therapists and Addiction Support Workers regarding clients with various addictions and mental health issues, including substance abuse, Post-Traumatic Stress Disorder (PTSD), and other Mental Health Disorders
- Oversee and conduct case supervision, coordination and communication across all weCHC therapy programs
- Identify treatment issues, interventions and goals with the therapy teams, as appropriate
- Consult and provide supervision with the development, implementation and follow-up of the client care plan, discharge plan and summaries and make recommendations on the basis of client progress
- Provide day-to-day supervision to staff through coaching, mentoring, and conflict resolution strategies while demonstrating and upholding an inclusive and supportive climate
- Conduct employee performance management reviews and facilitate continuing education and development opportunities
- Manage staffing needs through internal recruitment and selection processes and participate in the placement of students and volunteers optimizing program and service capacity
- Develop and implement policies, practices and procedures in consultation with the Director, Clinical Practice meeting accreditation standards and committee responsibilities while adhering to applicable government legislation, regulations, guidelines, by-laws and directives
- Report to Director of Clinical Practice on the development, coordination, collection and analysis of data and/or program planning requirements to enhance leadership decision-making and applicable ministry reporting
- Collaborate with the Privacy Officer to protect the safety, confidentiality, privacy and security of clients and Centre information to mitigate risk
- Champion advances in health equity, health prevention and promotion by advocating for the elimination of barriers to health/wellbeing for Centre clients and the community
- Contribute toward the preparation of proposals, budgets, and partnership agreements, as required
- Work during regular and extended hours of operation, as requested and in locations identified
- Perform other duties that support the mission and vision of the organization and/or as assigned based on position responsibilities and/or site requirements.

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SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED

- Minimum five (5) years of experience at a Supervisor or Manager level in a community health or social services setting
- Extensive knowledge of clinical theory and practice in mental health and addictions
- Experience in program development, planning, implementation, monitoring and evaluation
- Excellent management and supervisory skills, including motivating, coaching, mentoring, and leading diverse teams
- Strong critical analysis, problem-solving, decision-making, follow-through, and organizational and change management skills
- Demonstrated experience working collaboratively within an interdisciplinary team
- Comprehensive and extensive knowledge and understanding of therapeutic, mental health policies, programs and systems, both institutional and community based
- Good understanding of government policies, funding and legislation related to health care and mental health, including ethical and professional standards of conduct
- Excellent communication and interpersonal skills to inspire and engage with staff and the inter-professional team
- Excellent conflict resolution skills as well as comprehensive understanding of ethical decision-making process
- Adherence to the Code of Ethics and Standards of Practice of Social Work and Social Service Workers
- Clean driver's abstract, current, valid Class "G" Driver's License and reliable transportation to support travel across Windsor-Essex County and the province, as required
- Bilingual (English/French) language skills an asset.

EDUCATION AND CERTIFICATE REQUIREMENTS

- Graduate degree (Masters of Social Work, MSW) from a recognized University in Social Work preferred.
- Member in good standing and current registration with the Ontario College of Social Workers and Social Service Workers.
- Completion of a Police Clearance and Vulnerable Sector Check prior to commencing employment.

CLOSING DATE

Please forward your resume and cover letter to hr@wechc.org no later than 4:00 pm Mon, Nov 30th. Refer to posting MRMHA20AP2**.**