



POSITION DESCRIPTION

Position Title	Clinical Supervisor
Hours of work	Flexible (35 hours per week). On-call
Location	Ontario Street
Reports to	Executive Director
Review	The Clinical Supervisor is reviewed during the probationary period by the Executive Director with annual evaluations conducted by the Executive Director
Appointment	Full Time
Salary	\$69,028.18- \$79,544.14
Police Checks	All employees are required to have a Police Records Check -Vulnerable Sector

<p>Position Summary</p> <p>The Supervisor is responsible for the supervision of the Healing Our Own Unit within an Aboriginal Health and Wellness Context.</p> <p>The Supervisor's goals for supervising the counselling unit are:</p> <ul style="list-style-type: none"> • Ensure integrity of clinical service provided to the client in order to monitor and improve client welfare. • Facilitate the development of clinical competence (i.e., the capacity to meet required clinical standards related to delivery of patient care in the supervisee). • Address and adequately work through counter-transference. <p>The Supervisor, in consultation with the Executive Director, has the authority, accountability and responsibility to plan, develop, manage, coordinate and evaluate the delivery of Healing Our Own services.</p> <p>The Supervisor is accountable for promoting the programs in the community and ensuring that referrals are kept at a high level.</p> <p>The Supervisor is responsible for expanding the counselling unit.</p> <p>The Supervisor is involved in the recruitment of staff for the programs.</p>
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<p>Key Responsibilities/Duties</p> <p>To supervise the day-to-day functioning of the Healing Our Own Unit (HOO) and ensure adherence to program best practices.</p> <p>To work from a wholistic perspective, utilizing the teachings of the medicine wheel and Seven Grandfather Teachings.</p> <p>To take personal responsibility to increase sensitivity, awareness and implementation of Beendigen's cultural teachings and organizational practices in both professional conduct and work-related deliverables.</p> <p>To utilize Elders for teachings, healing and guidance.</p> <p>To provide assistance, consultation and resources for best practices to further integrate Aboriginal practices, ways of knowing and culture into programs.</p>
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To schedule weekly client case reviews.

To actively promote and seek referrals for the Counselling Service.

To supervise and direct staff in performance of duties.

To develop the skills of staff in relation to sexual abuse, trauma and complex post-traumatic stress.

To daily review all client notes to ensure staff documentation is completed accurately and correctly in a timely manner.

To review and maintain all records; accurate time sheets, schedules, client files, etc.

To maintain comprehensive files and reports.

To develop targeted group programs for women and their children.

To maintain highly effective client relations under the program; act as mediator to address client concerns.

To assist in redirecting referrals not suitable for the program by providing information to the referrer in regards to other resources.

To advocate both individually and systematically at all times on behalf of women in crisis.

To work with staff to develop and achieve program goals.

To collect and analyze data and to submit as requested.

To assist in the evaluations of the programs.

To assist in the recruitment of HOO staff with the Executive Director.

To conduct Probationary Reviews on new staff and Annual Evaluations on staff.

To be an active member of the Leadership Team and the development of Beendigen's Strategic Plan.

To participate in the program's budget process and to ensure fiscal responsibility for program expenses.

To participate in initiatives with the broader Violence Against Women network.

To establish collaborative relationships with outside agencies and maintain communication with agencies, staff and clients.

To attend workshops, seminars and training pertaining to agency's mandate.

To submit reports to the Executive Director.

To orientate new staff, students and volunteers to the program and provide direction, encouragement and training in the performance of their duties.

To be prepared to work in conjunction with the philosophy and mandate of the Organization.

To preserve confidentiality of all residents, clients, staff, students, volunteers and agency information.

To represent the organization in a positive and professional manner at all times.

Any other duties as requested by the Executive Director; commensurate with role.

The above statements are the general functions of the position and should not be interpreted as a detailed description of all the work requirements that may pertain to the job.

Key Performance Indicators

The Programs are regularly monitored and evaluated for continuous improvement.

Evidence of partnerships with key external organizations.

That membership of the Leadership Team contributes to the implementation of the organization's strategic plan.

That supervision sessions are conducted on a regular basis and the results are recorded. This includes the annual appraisal of staff.

That programs and services are culturally based and incorporate traditional knowledge and practices of healing and wellness.

That all evaluations are recorded and filed in personnel folders and a copy is provided to the staff member.

That professional development is offered to staff particularly in the area of complex trauma.

Relationship of Indicators to Performance Development & Review Plan

This position description operates in conjunction with and forms part of the annual review/appraisal and career development process. An initial review will take place during the probationary period following commencement of employment with the Executive Director and then annually with the Executive Director.

Key Selection Criteria

Required

Minimum Master's degree in Clinical Social Work or M.A. in a counselling discipline.

Registration in a professional governing body such as Ontario College of Social Workers or the equivalent.

Five (5) plus year's recent experience with strong clinical background within respective area of specialty.

Minimum three (3) years of demonstrated supervisory experience with preference given to those with additional experience in the provision of supervision, coordination or management of a program.

Demonstrated skills in individual and group counselling of women and their children with sexual abuse, trauma and complex post-traumatic stress.

Knowledge related to the laws and principles of Child Welfare.

Demonstrated experience providing services to Aboriginal women and children.

Knowledge of Aboriginal culture, tradition, language and Aboriginal community.

Demonstrated commitment to the Violence Against Women sector.

Demonstrated experience in management and innovative leadership.

Demonstrated experience in networking and partnerships with external organizations.

Excellent verbal, written, organizational and leadership skills.

Proven ability to work as part of a team.

Demonstrated experience in database management.

Preferred

Ability to speak Ojibway, Oji-Cree or Cree.

Prior experience in clinical supervision of staff in a union environment.

Working Conditions

Clinical Supervisors usually work in an office environment, but the mission of the organization may sometimes take them to non-standard workplaces.

Clinical Supervisors work a normal week; Monday to Friday, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as On-call and representing the organization at meetings, conferences, workshops and public events.

Additional Information

The Clinical Supervisor is based at Ontario Street, however all employees may be required to work across other sites from time to time.

Ontario Health and Safety (OH&S) All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve OH&S.

Employment is subject to:

- Must have a valid Class "G" Driver's license, use of an automobile with appropriate insurance coverage
- Must undergo a successful Criminal Reference Check-Vulnerable Sector
- 2-step TB Screening required
- Must sign an Oath of Confidentiality
- Flexible hours of work (35 hrs/week) with On-call rotation
- Overtime is time-in-lieu-of and may be accumulated to a running maximum of 35 hours. Time-in-lieu-of will be taken within three months of the time the overtime was worked.

Funding: Ministry of Community and Social Services