



Out-of-Scope Director of Counselling & Community Services

Saskatoon Community Clinic is seeking an innovative Full-time **Director of Counselling & Community Services** to lead our Counselling team. The Director of Counselling and Community Services is accountable for the efficient, effective provision of Mental Health services to Community Clinic clients and staff by planning, organizing, directing and controlling the department's physical, financial and human resources in accordance with departmental and Community Clinic mission, vision, policies and procedures.

The Director of Counselling and Community Services is expected to adhere to professional standards, Provincial Legislation and licensing requirements of their licensing body. The Director of Counselling and Community Services is a participating member of management committees.

The Director of Counselling & Community Services leads, manages and supervises their team in the provision of high-quality counselling services. As such, the Director will:

- Provide high-quality mental health services to SCC clients by developing and implementing short- and long-term objectives, and policies and procedures for those services in collaboration with department staff, management, and responsible parties outside the Saskatoon Community Clinic.
- Ensure competent and appropriate staffing by developing job descriptions, recruitment; interviewing, hiring, training, performance evaluation, clinical and administrative supervision, remedial actions and discipline. Experience with managing in a unionized environment is essential;
- Plan for and respond to urgent priorities and clinical initiatives through management of the Counselling waitlist;
- Ensure that staff continue to meet the requirements of their licensing bodies on an ongoing basis, and are current members in good standing of their professional associations;
- Advise the Executive Director of the ongoing and developmental needs of the Counselling and Community Services Department and propose plans for the maintenance and enhanced development of the department's services and resources;
- Ensure the effective financial management of the department including the annual development of the budget, implementing, monitoring and controlling expenditures;
- Plan, implement and coordinate education for departmental staff or clinic staff as relates to their interaction with the department and clinic physicians. This includes orientation, in-service training, and continuing education;
- Ensure efficient and effective day-to-day management and operation of the department by activities such as staff scheduling, payroll, equipment acquisition / maintenance / safety, acquisition of materials and supplies for departmental use. Evaluate and implement new methodologies and operational procedures;
- Facilitate continuous improvement in service by providing leadership, guidance and direction to staff. Ensure the quality of services by implementing and monitoring both internal and external quality assurance programmes;
- Participate as an active member of the Leadership Team at all meetings, and any sub-committees as needed;

- Provide reports and statistical information in a concise and timely manner. Manage documentation of workload statistics;
- Work closely with all Saskatoon Community Clinic physicians and staff, and liaise with other providers on behalf of SCC physicians regarding client needs in order to facilitate high quality care.

Qualifications required include:

- Minimum of 5 years supervisory experience
- Experience in an in-patient or community based mental health or counselling setting
- Minimum of a Master's Level University Degree in a related discipline
- Registration and member in good standing with the Saskatchewan Association of Social Workers or Saskatchewan College of Psychologists
- Malpractice Liability insurance
- Knowledge of Primary Health and the Cooperative model
- Demonstrated knowledge, training and proficiency in suicide risk assessment, individual counselling, family counselling, couples counselling, treatment of acute and chronic mental illness, addictions and dual diagnosis disorders), and chronic health problems that undermine the patient's ability to cope effectively and solve problems
- Excellent written and verbal communication skills
- Demonstrated computer skills and knowledge
- Demonstrated knowledge in financial, facility, and human resource management
- Experience working within community-based health /social service organization
- Demonstrated knowledge in team building, consultative, decision-making, problem-solving, cooperative and collaborative skills

SALARY: Per Department Heads Contract with CHSA

REPORTS TO: Executive Director

Apply by November 4, 2024 to: Director of Human Resources

455 2nd Avenue North

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We are committed to employment equity and welcome applications from all qualified candidates. People of Indigenous ancestry, people with disabilities, visible minorities are invited to identify themselves as members of these designated groups when they apply.