



At the CMHA Grey Bruce we cultivate hope, resilience and community for those who live with, and are impacted by, mental illness and/ or/ addiction. We are driven by our values of compassion, dignity, inclusivity, integrity and choice. We will create an inclusive community inspiring hope, choice and well-being for all. We are currently recruiting for:

<b>SUPERVISOR ADDICTION SERVICES</b>	
<b>PERMANENT FULLTIME</b>	
<b>1 position available</b>	
<b>JOB ID:</b> 2024-12B	<b>LOCATION:</b> Owen Sound
<b>JOB TYPE:</b> Non-Union	<b>DEADLINE TO APPLY:</b> open until filled

Reporting to the Manager Mental Health & Addiction Services, the Supervisor Addiction Services will oversee the daily operations of the Program including Counselling services, New Directions, Problem Gambling, Pregnant and Parenting Mothers, Concurrent Disorders and Harm Reduction. The incumbent conducts program review under the scope of best practices to ensure optimal program delivery and effectiveness for clients and disseminates such findings to the clinical team. The position will ensure the effective communication between all staff members.

**ORGANIZATIONAL DUTIES AND EXPECTATIONS:**

In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible to contribute and support the overall culture and working environment of the organization by:

- providing a welcoming and supportive environment for clients;
- acting with professionalism and courtesy toward clients, the general public and other staff members at all times;
- working in a manner that preserves, maintains and respects privacy and confidentiality of client and staff information;
- working in a manner that promotes and maintains the reputation of the organization and minimizes risk of harm and/or liability to the organization;
- working in a manner that meets all Health and Safety requirements to ensure a healthy and safe workplace;
- working in a manner that complies with the organization’s policies and procedures;
- working in a manner that incorporates health promotion and recognizes the determinants of health;
- incorporating and strengthening an interdisciplinary approach to the organization’s work;
- working cooperatively with other staff members both individually and in teams;
- respecting and valuing the diversity of communities and individuals;
- contributing to the organization’s activities to collect, analyze and report on data, and participate in research;
- maintaining competence, and where applicable, a professional license to practice;
- Supporting the organization’s student and volunteer placement programs;
- promoting awareness of and participation in organization activities;
- contributing to the organization’s work by attending and participating in meetings and committees by contributing ideas, opinions and information;
- demonstrating a commitment to ongoing training and development, by bringing forward training needs and takes responsibility for seeking out relevant training opportunities and participating in workshops and seminars as required;
- sharing skills and knowledge learned at training and professional development sessions with colleagues;

- contributing to the organization's practices of hiring, orienting and training of staff; contributing to the organization's efforts to secure resources for current and new programs, services and activities.

### **POSITION RESPONSIBILITIES AND DUTIES:**

- Monitor day-to-day operations of Addiction Services programs including consulting, advising and problem-solving with program staff
- Provide indirect client services: consultation; case conferencing; monitoring; and coordination of service
- Monitoring program staff's clinical practice and provide mentorship to improve quality when appropriate
- Provide clinical supervision to program staff
- Performs workplace inspections in a responsive and timely manner to identify any unsafe practices in the workplace and takes responsibility to ensure that staff are aware of any safety concerns through safety talks or information sessions.
- Outlines and promptly follows up with the corrective measures required for work related injuries or potential hazardous situations through training or improvement of procedures or defective equipment. Has a clear understanding of the health and safety responsibility of a leader and continuously advocates for a culture of safety.
- Works in collaboration with the Manager of Mental Health and Addictions and Human Resources Manager to analyze trends and identify any supplementary contributing factors towards attendance management issues.
- Completes the first phases of the attendance management meetings on time to review attendance concerns and outcomes and also provides the necessary resources to assist with minimizing absenteeism for staff.
- In collaboration with the Manager of Mental Health and Addictions, contributes to the preparation of staff performance reviews ensuring that performance appraisals are fair, objective and timely. When rating performance, considers each employee's role and experience along with any circumstances that affected performance. Ensures that feedback is ongoing and that appraisal documentation is submitted for review on time.
- Examine current intake and treatment documentation and amend as required
- Foster the development of team members and identified goals through encouragement of additional training and education
- Meet with team members to discuss clinical matters and find best possible solutions
- Observe group therapy processes and determine areas for improvement with regards to content delivered
- Provide ongoing communication with staff and information sharing
- Participating in cross coverage arrangements for the mental health and addiction services.
- Provides on call for urgent matters in accordance with organizational practices
- Participate in the development and implementation of program policies and procedures
- Contributes and adheres to established budgets in a manner that helps achieve the organization's objectives. Tracks expenses against the budget frequently enough to make adjustments at the optimum time. Communicates budget concerns and adjustments to the Manager of Mental Health and Addictions so that they can adapt their plans and expectations. Reports on budget performance on time and as requested.
- Responsible for approving order of supplies within program budget parameters
- Prepares staff schedules
- Actively participate in supervision, professional development and ongoing self-assessment aimed at developing/enhancing own knowledge and skills

### **KNOWLEDGE – SKILLS:**

- **Knowledge & Skills:** Advanced clinical skills and knowledge of relevant mental health and addiction best practice guidelines, Advanced skill and knowledge in psychotherapy/addictions/mental health treatments/mental illness/crisis response/de-escalation of aggressive and violent behaviour, Familiarity

with a Harm Reduction approach to client engagement and treatment, Understanding and appreciation of Personal Health Information and Protection or Privacy Act (PHIPPA), mental health and addiction relevant legislation, employment standards, labour legislation, Microsoft Office applications, Outlook Calendar, and other computer software applications.

- **Communication:** Clear and concise written and oral communication, relating interpersonally; planning, leading, negotiating, directing, motivating, and organizing.
- **Leadership:** Ability to develop and maintain constructive working relationships with colleagues. Ability to respond to best practices, organizational norms, and competing demands, Ability to teach and model senior practitioner level skills in direct service delivery. Demonstrated ability to translate best practice research into practical application in a clinical setting.
- **Project Management:** Experience in project/program development involving multiple partnerships with various community stakeholders. This includes research, planning, coordination and execution of all project related activities.
- **Decision Making and Problem Solving:** Able to take action in solving problems while exhibiting sound judgement with a realistic understanding of issues. Able to use reason, even when dealing with emotional topics. Able to define alternate courses of action. Trouble-shoots solutions and challenges assumptions.
- **Tolerance of Ambiguity:** Able to withhold or delay response in the absence of important information. Able to tolerate unresolved situations, handle frequently changing priorities, and delays or other unexpected events.
- **Decisiveness:** Able to make decisions quickly on available information, taking appropriate action, and standing by the decisions made. Able to deal with emergencies as they arise.
- **Creativity:** Able to develop unique and novel solutions to problems; uses intuition and new ways of thinking to generate new ideas; presents information in an attention-getting and interesting manner.
- **Coping:** Able to maintain a mature problem-solving attitude while dealing with interpersonal conflicts, hazardous conditions, personal rejection, hostility or time demands.
- **Reading the System:** Able to recognize and use information about the organizational climate and key individuals in order to accomplish organizational goals; be aware of the importance of timing, politics and group processes in managing change.
- **Team Building:** Skilled in participative management, able to challenge negative attitudes, build personal and team goals, and demonstrate concern for all members of the team. Ability to work independently and with a team.

Hours of work are 37.50 per week. The normal workday is 8 hours, including a 30-minute unpaid lunch break. Some evening and weekend work may be required. Working in a busy office environment with frequent interruptions.

Some travel within the Grey-Bruce catchment area will be required. Frequently reading or writing reports.

### What we offer you

- A competitive hourly wage ranging between \$38.94 and \$42.97 (5 step grid)
- Vacation of 4 weeks to start, 5 weeks at 5 years, 6 weeks at 10 years
- Paid personal, floater and sick time
- Comprehensive benefits program & HOOPP pension
- Discounted gym membership

- In house training for First Aid/CPR, Mental Health First Aid, Non-Violent Crisis Intervention, Applied Suicide Intervention Training
- Celebratory and camaraderie events
- A supportive and collaborative work environment

### **What you will bring**

- Bachelor's Degree in Applied Health or Social Sciences with concentration in clinical studies
- Membership in a regulated Health Professional College whose members are eligible to perform the controlled act of psychotherapy
- Minimum of three (3) years recent and relevant experience in community-based addiction treatment services
- A valid Canadian driver's license and the use of a reliable personal vehicle
- Minimum \$2,000,000 third party liability vehicle insurance
- A satisfactory police record check including vulnerable sector screening

### **Ready to apply?**

Interested applicants are invited to submit a cover letter & resume to: [recruiting@cmhagb.org](mailto:recruiting@cmhagb.org)

*CMHA Grey Bruce is an equal opportunity employer and is committed to providing a welcoming and inclusive workplace. We welcome employment applications from people with disabilities and provide accommodation upon request during the recruitment and selection process. All applications will be treated as confidential and will be used for recruitment purposes only. CMHA Grey Bruce is an equal opportunity employer.*

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*