



Canadian Mental
Health Association
Kenora
Mental health for all

Canadian Mental Health Association, Kenora Branch

Counselling & Treatment Team Leader

The Team Leader reports to and is responsible to the Chief Executive Officer of the Canadian Mental Health Association. The Counselling & Treatment Team Leader provides leadership and support for the Counselling & Treatment Team at CMHA Kenora Branch. The Counselling & Treatment Team Leader is expected to work as a member of a team, is expected to participate in regular supervision with the team and with the Chief Executive Officer. All responsibilities and duties are fulfilled in accordance with the vision, mission and strategic directions of the agency.

Qualifications:

MSW or MA in Counselling Psychology preferred or Masters level training in Occupational Therapy or Nursing or in the process of obtaining identified degree

Membership in good standing in a College or Association which governs the health profession

Extensive knowledge of mental health and mental illness and treatment options

Ability to build community linkages and networks to ensure planning and delivery of individualized treatment plans

Applied knowledge of community resources and agencies

Networking skills and outreach skills

Ability to provide leadership to a group of colleagues

Highly developed screening, and assessment skills

Understanding of the Recovery Philosophy

Leadership skills

Training and applied abilities in a variety of treatment modalities; CBT, RET, Narrative, Trauma, EMDR

Therapy, recording, and evaluation skills

Case management and advocacy skills

Professionalism in the performance of duties

Ability to work independently and self-motivated

Time management and priority management skills

Highly developed communication skills, ability to encourage and confront

Ability to work independently

Professionalism

Computer literacy and recording skills

Cultural Competence for Diverse populations

Valid Driver's License

Criminal Records Check

Certification in CPR and First Aid or willingness to obtain same

Supervisory and program management experience is desirable.

Duties:

- Adherence to all policies and procedures of Canadian Mental Health Association, Kenora Branch
- Provide leadership for the Counselling & Treatment Program
- Participation in staff recruitment for the Counselling & Treatment Program
- Ensure completion of Annual Performance Reviews for team members including recovery plans, education and training plans
- Report performance deficits to the Chief Executive Officer and identify recommendations for action
- Set agenda for regular team meetings
- Assurance of confidentiality of all client, personnel and organizational records and information
- Ensure clients of the program are provided with responsive services based upon the Recovery Model
- Maintenance of client files and data files including updating of client information consistent with policies and procedures of CMHA Kenora Branch
- Direct the day to day clinical operations of the Counselling & Treatment Team
- Develop and maintain program policies and procedures and revise as necessary
- Assessment of client needs and mental status and the development of appropriate treatment plans
- Facilitate and monitor the implementation of client treatment plans

- Responsible for Client Treatment Flow from Initial call to Intake completion and Service Delivery
- Assist team members by providing debriefing
- Provide clinical supervision to the Counselling & Treatment Team
- Develop a program to meet the supervision needs of the Counselling & Treatment Team
- Conduct individual supervision meetings with each clinician to determine their clinical supervision readiness and needs
- Work with the Counselling & Treatment Team to collaboratively design, develop and appropriate model of Supervision that reflects the needs of the team, client group, and the agency
- Collaborate with the Chief Executive Officer to implement a supervision structure and provide updates to the Chief Executive Officer on this structure on a regular basis
- Provide supervision meeting notes/meeting minutes for team members and the team regularly to the Chief Executive Officer to assist with professional development
- Meet with Counselling & Treatment Team on an emergency basis for clinical supervision around client safety incidents that require review
- Prompt team colleagues in Self Care when indicated
- Manage Vacation Schedules for the team and ensure Workplace coverage
- Manage Education and Training requests of team colleagues and ensure training relationship to Employee Performance Goals
- Provide leadership/mentorship to Student interns of the program
- Report and make recommendations to the Chief Executive Officer through regular Team Leadership meetings
- Maintenance of professional qualifications
- Carry out and document quality-assurance activities and reviews of program services
- Participate on specific Committees or task or work groups as assigned by the Chief Executive Officer
- Maintain quality-assurance activities by reviewing and evaluating the use of program services; developing and maintain program policies and procedures and revising as necessary
- Provide a safe environment by ensuring adherences to Workplace Health and Safety Regulations and Policies, Infection Control Guidelines, WHIMIS and Safe Work Procedures; including but not limited to Fire, Disaster and Evacuation Plans
- Ensure client safety and client safety activities are emphasized throughout orientation of new staff members
- Support an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of mental health services
- Responsible for self-care
- Other duties as required

For more information, please visit www.cmhak.on.ca

**Please submit resume by February 13th, 2023 attention
to: Hiring Committee**

Canadian Mental Health Association, Kenora Branch

227 Second Street South, 2nd Floor

Kenora, Ontario P9N 1G1

Email: careers@cmhak.on.ca

The Canadian Mental Health Association, Kenora Branch welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.