

Supervisor, Mental Health and Wellness, Whitby Temporary Full Time (Up to 6 months)

Reporting to the Manager, Mental Health and Wellness; the Supervisor, Mental Health and Wellness is responsible for the effective management and delivery of the mental health program across Durham to meet client and program objectives. The Supervisor manages client service provision by providing direct client services in the form of case management while supervising Mental Health and Wellness program staff to ensure a wraparound network of support for clients.

Responsibilities include, but are not limited to:

Client Services:

- Conducting client assessments (OCAN) and develop an action plan tailored to clients' needs
- Engaging in Referral, intake, and waitlist management
- Directing service interventions including supportive counselling, group facilitation and crisis intervention
- Assessing, planning, creating, implementing, and evaluating mental health support groups
- Monitoring groups, debriefing with facilitators, and reviewing weekly case notes
- Recruiting, screening, matching, and evaluating volunteer facilitators

Administration:

- Monitoring budgets and operating plans
- Managing supplies and equipment for program
- Collecting and processing statistical data, monitoring to ensure we are on track
- Creating and planning for increased services, including creation of wellness groups to support the community

Supervisory:

- Recruiting, screening, matching, and evaluating volunteer facilitators
- Working with Program Assistant and Administrative Assistant to ensure that jobs are divided, and clients' needs are being addressed
- Completing performance reviews for Program Assistants and Administrative Assistants
- Leading weekly staff meetings to ensure team is on track
- Supervising student placements including training and evaluation of work completed
- Supervising the overall program to ensure consistencies, problem solving with program staff and making recommendations to the Manager, Mental Health and Wellness

Qualifications required:

- Post-secondary diploma/degree in mental health or related fields (Social Work, Psychology, Human Services)
- Three years' experience in community-based mental health services, with supervisory and volunteer management responsibilities
- Ability to assess, plan, implement and evaluate mental health support groups for clients and their families.
- A solid working knowledge of mental health and addictions service delivery
- Ability to provide effective leadership, supervision and support to staff, program volunteers and students.
- Ability to be fiscally responsible for annual budget and monitoring monthly with targets
- Experience working with clients from diverse backgrounds experiencing a variety of mental health issues and addiction.
- A valid Driver's Licence (G or G2 class) is required
- Satisfactory Police Vulnerable Sector Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Adhere to COVID-19 safety practices including two doses of COVID-19 Vaccine (where medically able in accordance with our Immunization Policy)
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients, and the community as outlined within CCD policies

Compensation: Starting at \$25.96 per hour with 6% vacation pay

* Pay will be commensurate based on education and experience

**Please apply in writing referencing posting #2021-48 outlining qualifications and experience by
4 pm on Wednesday, October 20, 2021 to
Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca**