



**JOB POSTING #2021-778**

**MANAGER, MENTAL HEALTH SERVICES  
PERMANENT FULLTIME POSITION  
40 HOURS PER WEEK**

Klinik Community Health is a pro-choice community health center that provides primary care, education and counselling services to our local community and throughout Manitoba. Driven by our vision of creating healthy and engaged communities, we promote health and quality of life for people of every age, background, ethnicity, gender identity and socio-economic circumstances. Rooted in social justice values, we believe that everyone deserves quality care, support and respect.

**POSITION SUMMARY**

Reporting to the Director, the Manager of Mental Health Services is responsible for leading a team of counsellors and social workers and providing assistance to the Director in operational, systems, and human resources matters.

The Manager of Mental Health Services provides clinical supervision to counselling and social work staff as well as program orientation for new staff. Responsibilities also include assisting the Director with the planning of counselling and social work related program activities and maintaining effective and positive working relationships with community and related service agencies.

As a member of the leadership team, the Manager of Mental Health Services is responsible for working collaboratively with peers and promoting positive working relationships with other Klinik programs.

[Link to Job Description Here.](#)

<b>START DATE:</b>	Date of Hire
<b>HOURS OF WORK:</b>	Monday to Friday, may require some evenings and weekends
<b>STARTING SALARY RANGE:</b>	\$60,268 - \$84,375 annually
<b>PLEASE EMAIL RESUME BY:</b>	Friday, September 24, 2021 to the Executive Assistant at <a href="mailto:sglowatsky@klinik.mb.ca"><u>sglowatsky@klinik.mb.ca</u></a>

**Please reference Job Posting #2021-778 in your email subject line**

## **QUALIFICATIONS:**

### **Education and Experience**

- Degree in social sciences (Counselling, Marriage and Family Therapy, Social Work, Psychology), Master's Degree preferred
- 5-7 years experience in the delivery of clinical counselling services, including 3 years experience at a
- management level Knowledge and clinical experience with the therapy models and interventions that best support crisis, short term and longer term counselling
- Knowledge and clinical experience related to the following: risk assessment, crisis intervention, suicide prevention, trauma recovery, gender-based violence, sexual assault, mental health, substance use/addiction, harm reduction, suicide bereavement, and sexual exploitation
- Satisfactory Criminal Record, Child Abuse and Adult Abuse Registry checks
- Registration with relevant professional regulatory association
- Demonstrated understanding and commitment to holistic health care and varied community and social perspectives.
- Proven leadership and supervisory skills.
- Demonstrated ability to work in an interdisciplinary setting to facilitate and maintain a collaborative team environment and liaise with health and social service community.
- Commitment to seeking and maintaining knowledge of developments and innovations in service delivery and management practice.
- Excellent communication skills, both verbal and written.
- Effective interpersonal skills, with demonstrated ability to establish and maintain solid working relationships and interact successfully at all levels.
- Strong consultative and conflict management skills.
- Effective problem-solving, organizational and multi-tasking skills.
- Demonstrated ability to deal tactfully with sensitive issues in a confidential matter.
- Demonstrated skills and experience in related software, including proficiency in Word, Excel and Electronic Medical Records.

## **RESPONSIBILITIES:**

### **Counselling and Social Work Services Leadership**

- Supervises a team of professionals and assists in ensuring effective delivery of program and service priorities and quality. Ensures service plans are reviewed and adjusted regularly to optimize accessibility, effectiveness and efficiency.
- Assists Director with policy and program development and implementation.
- Writes clinical policy to guide and manage appropriate clinical care for clients.

- Oversees the provision of mental health services to clients from the point of intake to termination.
- Ensures clinical competency of all direct reports by providing or overseeing individual and/or group supervision, reading clinical documentation and conducting regular Performance Reviews.
- Monitors staff caseloads to ensure that service levels are being met.
- Provides oversight and support related to student practicums in counselling and social work.
- Assesses clinical development needs/goals and ensures the provision of ongoing education and training to meet identified needs.
- Organizes and chairs monthly clinical staff meetings.
- Communicates to staff regarding relevant external systems (eg. law enforcement, child welfare, legal, psychiatry etc)
- Maintains working relationships with other service providers and provides clinical consultation as requested.
- Apprises Director of issues, concerns and clinical issues of significant risk to clients or the organization.

### **General Leadership**

- Responsible for hiring, performance management, and development planning of staff. Supervises, coaches, and conducts Performance Reviews of direct reports, in consultation with Director.
- Reviews team processes and practices to ensure efficiency, ongoing improvement and compliance with Klinik policies, procedures and relevant privacy legislation.
- Provides guidance to staff on program policies, practices and procedures.
- Fosters healthy team atmosphere and high level of service delivery
- Promotes service accessibility.
- Leads or participates in projects and special assignments, as required.
- Prepares reports and presentations for the Executive Director, Director, the Board of Directors, and external stakeholders, as required.

Thank you for your interest.  
Only candidates selected for an interview will be contacted

**Klinik is a pro-choice community health centre  
and supports the principles of diversity, inclusion and cultural awareness**