

JOB DESCRIPTION

JOB TITLE: Clinical Supervisor

SUPERVISOR: Executive Director

JOB SUMMARY:

Under the supervision of the Executive Director, the Clinical Supervisor is responsible for the overall supervision, operation and programming of the clinical and cultural teams at Onen'tó:kon Healing Lodge (OHL). The Clinical Supervisor will provide day to day program support, management, oversight, review, and modification of programming as may be required. The Clinical Supervisor will provide overall clinical supervision for the clinical team as well as ongoing support for training and development of all team members, especially in regard to certification in their field of expertise. The Clinical Supervisor is an integral part of the management team and provides various recommendations and reports to the Executive Director. Ensures programming focuses on providing traditional healing and best practices in the field of addictions and mental health for the clients in residence. The Clinical Supervisor promotes building partnerships with outside resources to meet the needs of and enhance program delivery.

CORE RESPONSIBILITIES AND DUTIES

Responsibilities	Duties
Clinical Services	<ul style="list-style-type: none">• Provides regular supervision and feedback of clinical and cultural in developing their knowledge of prevention, intervention, diagnosis and treatment of substance use and concurrent disorders, and assists with integrating this new knowledge into their work with clients;• Works collaboratively with the nursing staff to ensure medical needs are met for clients;• Chairs weekly clinical meetings and organizes and maintains all notes from meetings;• Secures clinical and cultural replacements when needed;• Provides feedback to all clinical and cultural staff• Conducts annual performance evaluations on clinical and cultural staff and reports any issues/concerns to the Executive Director;• Ensures clinical staff maintain their certifications;• Oversees clinical assessments for clients and works with the clinical and cultural staff to plan and implement the trauma focused - cultural based program;• Reviews client progress for all clinical programs to ensure satisfactory progress and provides recommendations and direction to the clinical staff in order to ensure client needs are being met;• Maintains clinical notes on all client applications received;• Assists in developing treatment plans for clients;• Responds to situations requiring Crisis Intervention with clients;• Facilitates groups and staff sessions, where clients can begin to address ongoing clinical issues;• Works with the cultural team to ensure First Nations' culture, language and traditions are seamlessly incorporated into the clinical program;• Participates in case reviews with counsellors for each client, where individual treatment plans can be reviewed and revised if needed;• Supervises and guides clinical staff in understanding general case management tasks, evaluating treatment plans, innovating solutions and ensuring compliance with OHL's case management protocols;

Responsibilities	Duties
Support Services	<ul style="list-style-type: none"> • Assists with training OHL staff on clinical intervention strategies, treatment planning and screenings as necessary for excellent clinical service delivery standards • Oversees the referral process for clients in order to ensure beneficial treatment for clients; • Maintains confidentiality regarding privileged administrative and client information in a professional manner; • Coordinates the weekly/monthly program schedule for clients; • Works collaboratively with other health care professionals and team members to support clients in residence; • Networks with other treatment centers, health care centers and agencies in order to assist in pre and post treatment; • Ensures the safety, well-being and basic needs of the clients by monitoring them and providing care according to the specifications of OHL policies and procedures; • Assists in supporting families of clients in residence as needed; • Conveys relevant OHL's policies, procedures and guidelines to clinical and cultural staff as well as clients; • Collaborates and takes a leadership role in developing and implementing a seamless, evidence-based approach to the delivery of services to clients with substance abuse and concurrent disorders; • Participates in planning and conducting research on current trends in all aspects of the prevention, diagnosis and treatment of substance use and concurrent disorders; • Assists in the on-going orientation and guidance of all new clinical staff, practicum students, volunteers, and other relevant personnel as necessary; • Assists with coordinating transportation and appointments for clinical services for clients that are provided off-site as necessary; • Create awareness of OHL's security regulations and safety procedures to clinical, cultural and clients to ensure compliance at all times;

Responsibilities	Duties
Administrative Services	<ul style="list-style-type: none"> • Verifies timesheets, approves vacation time and training; • Coordinates the work and vacation schedule for clinical and cultural staff; • Participates in the development and implementation of OHL policies and practices affecting the overall operation and strategic direction of the Lodge; • Create a system for data collection and statistics with the Executive Director • Implement and maintain statistics as required by funding agency; • Oversees the completion of all documentation, including assessments, progress notes, treatment plans, reports, and other materials as necessary; • Participates in the hiring of clinical and cultural staff or OHL; • Maintains client records and documentation to meet OHL policy and regulatory requirements; • Assists clinical and cultural staff in program planning, implementation and evaluation; • Oversees the annual clinical and cultural programming budgets, prioritizing the needs and approval of expenditures;
Learning and Training	<ul style="list-style-type: none"> • Evaluates personal and professional development to ensure continued growth in the clinical and supervisory services provided; • Organizes and implements training opportunities for OHL staff; • Participates and contributes freely to the continual improvement of OHL programs and services by providing feedback and recommendations on continued organizational development initiatives.

Responsibilities	Duties
To perform any and/or other job-related duties as required by the position and Executive Director	<ul style="list-style-type: none"> • The duties must be job relevant and related to the Vision, Mission and Mandate of the OHL • All duties will take into consideration the knowledge, skill, and ability of the individual.
Working Conditions	
<p>The employee must be familiar with the use of general office equipment and computer software (i.e. MS Office Programs, Outlook, Internet, Financial Software, Smart board, etc.).</p> <p>The employee must be able to work under pressure and in high stress situations.</p> <p>The employee may be required to work extended hours to meet deadlines including evenings and weekends.</p> <p>The employee may need to travel periodically.</p> <p>The employee is regularly expected to sit and work on the computer for long periods of time while performing the duties of the job.</p>	

Accountability	
<ul style="list-style-type: none"> • To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives which serve the achievement of the OHL's Strategic Frame work; • To direct and supervise the Clinical and Cultural staff with efficiency, transparency and fairness; • To establish and maintain an accurate and consistent communication within the organization; • To provide support and resources to the clients and families during their healing journey; • To support staff in their professional and personal development. 	
Qualifications	
Certification and/or level of formal education	<p>Education</p> <ul style="list-style-type: none"> ▪ University Degree in Health Sciences, Social or Human Services or Business Administration or Diploma in Addictions, Social Work or Psychology. <p>Experience</p> <ul style="list-style-type: none"> ▪ Minimum of five (5) years working in with clients with substance use disorders ▪ Minimum five (5) years working with Co-occurring disorders including mental health and substance use disorders.

	<ul style="list-style-type: none"> ▪ Areas of expertise include assessing, treatment planning, treating and management of the disorders, both substance use and co-occurring disorders. <p>Credentials</p> <ul style="list-style-type: none"> ▪ Certified Addictions Counselor with a nationally recognized credentialing board, i.e. ICBOC or CACCF.
<p>Knowledge, skills, abilities, and other requirements</p>	<ul style="list-style-type: none"> • Knowledge of addictions and mental health issues facing First Nations/Inuit people and communities; and treatment methodologies such as, but not limited to IEP development and implementation; and clinical regulations; • Ability to multitask while maintaining a professional and friendly demeanor and be able to function well in an atmosphere of stress and interruption; • Awareness, understanding and sensitivity of the needs of clients and their families;

Qualifications	
<p>Knowledge, skills, abilities, and other requirements (cont'd)</p>	<ul style="list-style-type: none"> • Working knowledge of all current Microsoft Office software applications, MS Teams, Outlook, including an aptitude in working with various computer hardware • Ability to undertake core training in the areas of: First Aid/CPR; Non-Violent Crisis Intervention, ASIST, Medication Administration, Quality Improvement & Outcomes; Self Harm; Diversity; and Aboriginal awareness • Demonstrate the following skills: leadership, organization, conflict resolution, problem solving, decision making, communication (verbal, written, listening) interpersonal • Knowledge of the Mohawk Culture and language would be a definite asset and working knowledge of French Language is a definite asset • Must possess a valid driver's license; • Must provide an annual certificate of good health as required; • Must not be guilty of a criminal offense in a matter related to the job

