



JOB DESCRIPTION

TITLE:	Clinical Director
JOP POSTING#:	2003
STATUS:	Permanent, Full-time, Non-union
LOCATION:	52 Catharine Street North and mobile within the community
RESPONSIBLE TO:	Executive Director

Purpose:

To provide leadership to the programs within in assigned portfolio and direct and develop clinical supports across Wesley Urban Ministries with an emphasis on standardized service delivery. This will also include lead development and management of residential programming.

To ensure the effective operation of the programs within the approved budget and provide overall program direction in alignment with the organization's mission, vision, values and strategic priorities as set by the Board of Directors and Executive Director.

DUTIES:

Overall Program Direction and Oversight

1. Ensure the effective and efficient provision of high quality clinical and residential services which reflect evidence-based best practices within the general policies and guidelines of Wesley;
2. Provide oversight, leadership to portfolio and oversee clinical support across programs;
3. Support clinical consultation on complex care issues across programs;
4. Ensure all relevant legislation, regulations and guidelines are met;
5. Provide leadership and clinical supervision across sites and itinerant locations which emphasize best practices;
6. Implement and communicate organizational plans, policies, procedures, and decisions of Wesley Board of Directors and the Leadership Team and in accordance with the collective agreement where applicable;

Clinical Planning, Development and Evaluation

1. Develop, implement and evaluate clinical and residential services within the scope of programs' objectives;
2. Incorporate assessment of community needs, organizational capacity and priorities, and program evaluation into recommendations;

3. Monitor outcomes of clinical service delivery against approved goals and provide regular reports to Executive Director and Leadership Team as required;
4. Work with program staff and community partners where applicable, to evaluate effectiveness of clinical service delivery; identify changing and emerging community needs and develop strategies and partnerships aimed at meeting areas of need;
5. Keep informed about related government priorities and standards and incorporate into program planning, evaluation and recommendations;
6. Oversee the development, maintenance and documentation of standardized clinical service delivery methods for the agency;
7. Identify and monitor areas of risk within programs; develop and implement methods of mitigating identified risks.

Budgets, Finance and Funding

1. Develop program and budget recommendations with supporting funding plans as part of annual planning cycle;
2. Control purchasing and expenses, and monitor approved budget to meet program and financial goals;
3. Initiate funding proposals, grants and other means to provide for on-going sustainability;
4. Prepare funding submissions, anticipate funding changes and pursue new funding opportunities in cooperation with the Director of Finance and Property;
5. Provide accurate and timely reports as required;
6. Work closely with Executive Director and Director of Finance and Property in the setting and achieving of the programs' financial goals;

Human Resources

1. Provide staff orientation, supervision and on-going development;
2. Ensure the keeping of accurate records and support the management of all personal information in compliance with privacy legislation and Wesley's policies;
3. Provide regular individual supervision to direct reports and conduct annual performance reviews;
4. Provide high level clinical oversight and staff support;
5. Plan for on-going training and development of leadership, management and staff as part of annual planning process;
6. Participate, in conjunction with the Manager, Human Resources, the succession planning process for their position consistent with the organization's Human Resource Continuity Plan;
7. Reviews with the Manager, Human Resources any issues which may result in discipline or termination of employment consequences;
8. Ensure the appropriate mix of staff, volunteers and student placements in program plans;
9. Ensure program staff follow established human resources policies and procedures; encourage and model good management practices with all staff in management positions;
10. Ensure compliance with Wesley hiring and human resource management practices, including human rights practices;
11. Promote proactive strategies to ensure diversity in programs and staffing;
12. Implement effective health and safety procedures and monitoring and reporting mechanisms in each program in order to promote and ensure the safety and well-being of staff, clients and volunteers;

Senior Leadership Team

1. Participate as a member of the Wesley Leadership Team and contribute to organizational planning and performance.
2. Represent programs and Wesley at various community meetings, events, committees and presentations.
3. Advise the Executive Director in terms of effectiveness, quality and strategic direction of clinical services
4. Make policy and other recommendations as necessary in any area of management within purview: program, human resource, operational, health and safety, personal information management, IT; etc.

Resource Development

1. Provide program information and success stories to Resource Development Department to assist in marketing Wesley to donors; work closely with the Manager of Resource Development to identify funding sources to enhance program sustainability;

Other

1. Other duties as assigned.

QUALIFICATIONS:

1. Minimum of 5 years' experience at senior management or leadership level in a non-profit or health care environment;
2. MSW and registration with the applicable professional College preferred; BSW and registration with the applicable professional College in combination with additional years of experience may be considered.
3. Experience providing clinical oversight with a strong understanding of accountability, stewardship and continuous improvement.
4. Experience working with diverse client populations with a particular understanding of vulnerable populations being served in Hamilton.
5. Experience managing in a unionized environment is an asset.
6. Experience in overseeing, managing and developing residential service delivery and/or service delivery to newcomer populations is an asset.
7. Competency to provide high level clinical support, supervision and oversight is required.
8. Knowledge of the community and not for profit organizations with the ability to connect and work collaboratively with all individuals who are interested in forwarding the organization's Vision.
9. Demonstrated understanding of the culture and history of Wesley and ability to model the agency's mission, vision and values.
10. Proficient in the use of software applications and other communication related technology.
11. Understanding of applicable legislation.
12. Experience in preparing funding proposals and a track record in sourcing new funding streams.
13. Superior communications skills, both written and verbal.
14. Comfortable in making presentations to groups of all sizes.
15. Able to prioritize and make sound decisions.
16. Solid analytical and problem solving skills.
17. Current certification in First Aid, CPR, Mental Health First Aid, Positive Spaces and Non-Violent Crisis Intervention training are required.
18. Commitment to fostering a work and service delivery environment that is inclusive and reflective of the diversity in the community.

CORE COMPETENCIES

Communication Competencies

1. Excellent interpersonal communication skills, written and spoken;
2. Fluency in a second language an asset.

Organization, Use of Self

1. Strong time management and organizational skills;
2. Strong team work skills;
3. Demonstrated initiative and problem solving skills, multitasking in a fast paced environment;
4. Self-directed for continuous improvement and ongoing learning;
5. Understand and practice related to setting and maintaining professional boundaries;
6. Understand the impact of personal values and beliefs on practice;
7. Understand and recognize situations involving conflict of interest;
8. Demonstrate an understanding of confidentiality, privacy protection and informed consent;
9. Act with integrity;
10. Recognize personal limitations;
11. Demonstrate a knowledge of codes of ethics;

Cross Cultural Competencies

1. Demonstrate understanding of anti-racist , anti-oppression frameworks, policies and practices, with training in these issues;
2. Proven skills in working productively with people from diverse backgrounds;
3. The ability to effectively work in an multicultural workplace environment;

Technology

1. Advanced computer skills with demonstrated knowledge and use of Windows MS Office, keyboard skills, email, and internet;
2. Open to using innovative technologies to advance program outcomes;
3. Knowledge or experience delivering training and networking services in a web based environment an asset;

Community Development Competencies

1. Demonstrated knowledge and practice for client centered, strength based, neighbourhood based, and capacity building program development/delivery;
2. Broad knowledge of local community resources.

Interested applicants please send resumes including cover letter and salary expectations to:
hr@wesley.ca

Wesley Urban Ministries is an equal opportunity employer which embraces diversity. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at www.wesley.ca. Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at hr@wesley.ca.