



## Employment Opportunity - Posting The Salvation Army Alberta & Northern Territories Division

<b>Job Title:</b>	Mental Health Support Services Program Supervisor	<b>Competition #:</b>	1
<b>Ministry Unit Name:</b>	NWT Resource Centre & Bailey House	<b>Status/Hours:</b>	Regular Full Time, 40 hours per week
<b>Salary Range:</b>	\$52,128 (min) - \$71,000	<b>Date posted:</b>	June 24, 2021
<b>Work Address:</b>	4926-45 Street, Yellowknife	<b>Posting Expires:</b>	July 6, 2021
<b>Applications Accepted By:</b>			
<b>E-mail:</b> cover letter and resume to navneet.sekhon@salvationarmy.ca  <b>Please no phone calls.</b>		<b>Mail:</b> n/a	
<b>MISSION AND VALUES:</b>			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p><b>Mission Statement</b> The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p><b>Core Values</b> The Salvation Army Canada and Bermuda has four core values: <b>Hope:</b> We give hope through the power of the gospel of Jesus Christ. <b>Service:</b> We reach out to support others without discrimination. <b>Dignity:</b> We respect and value each other, recognizing everyone's worth. <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p>			
<b>JOB DESCRIPTION:</b>			
<b>POSITION PURPOSE SUMMARY:</b> Under the direction of the Programs Manager the MHSS Program Supervisor will provide guidance, support and supervision for the Support System for Persons with Mental Health Needs (SSPMHN) staff team and will be responsible for program development and delivery. Manages the operations of the Mental Health Support System for residential and outreach services. The three areas of responsibility include clinical supervision of frontline staff, staff development and administration.			
<b>KEY RESPONSIBILITIES:</b>			
<b>Supervisory</b> <ul style="list-style-type: none"><li>• Oversees and guides frontline staff in the development of formal teaching plans.</li><li>• Provides day-to-day problem solving and support to staff</li><li>• Provides clinical supervision to staff.</li><li>• Provides input in staff performance evaluations.</li><li>• Recruits, screens, checks references and hires staff in conjunction with the HR Advisor.</li></ul>			

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- Prepares and maintains shift schedules; and coordinates and fills work schedules to ensure appropriate shift coverage.
- Does first level staff discipline.
- Ensures staff compliance with policy and procedures.

### Client Program

- Participates in intake meetings and establishes parameters of client placement.
- Oversees and provides guidance for the development of appropriate case management plans/monitors and evaluates case plans.
- Oversees and monitors the provision of daily life skills education provided by staff to clients.
- Develops and monitors behavioural modification strategies.
- Provides immediate stabilization crisis management support and provides emergency incidental behaviour management.
- Directs staff to information regarding medications and medical conditions and ensures client's medical needs are met.
- Work with the team to research and develop the various Mental Health and Addictions related support programs

### Administrative

- Monitors records such as medical files, incident reports, accounting sheets, client finances, observation notebooks on clients, log books and communication books.
- Maintaining accurate, up-to-date case notes, treatment plans, progress reports and discharge summaries on client caseload.
- Prepares a variety of correspondence, reports, statistical reports, reports for funders and guardians, etc.
- Assists with the development, updating and evaluation of agency policy and procedures and ensures staff compliance policy and procedures.

### Community Involvement

- Engage with relevant agencies for case conferences and solving problems relating to specific clients
- Interact with others involved with the clients to support their family and community relationships
- Ensure positive inter-agency relationships
- Act as the primary contact for contracting agencies regarding client issues and referrals

### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

*\*NOTE: For some jobs, you may be required to provide validated educational documentation.*

#### Education/Certifications:

- A Degree in Social Sciences, Social Work, or Nursing required
- Addictions Certification (diploma or certificate) or related experience. I.C.A.D.C. is an asset
- Valid Suicide Intervention Certification
- Valid First Aid Certificate
- Valid Non-violent Crisis Intervention Certificate
- Valid Class 5 driver's license

#### Experience:

- Minimum three years supervisory experience in the social services field or equivalent

#### Required Skills/Knowledge:

- Demonstrated experience in supervising and coaching staff and working in a team setting
- Attention to detail, problem solving and analytical skills.

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- Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility.
- Ability to work effectively with clients and staff in a culturally diverse environment.
- Able to interview, communicate effectively and interact with individuals experiencing effects of intoxication.
- Able to recommend solutions for complex behaviour issues and to develop and monitor Individual Support Plans
- Proven ability to problem-solve and resolve crises and conflict
- Proven relationship building with contracting agencies and community resources
- Able to communicate effectively verbally and through the written word especially in terms of report writing and program proposals and program development
- Respect and understanding of The Salvation Army - its mission, culture, and values

Successful candidates, prior to hiring, may be required to provide:

- Background check consent
- A clear vulnerable sector screening
- A clean drivers abstract
- Completion of our online Armatus Abuse Training and required Health and Safety training

DAYS and HOURS of work:

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*



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