



**Canadian Mental
Health Association**
Muskoka - Parry Sound

**Addictions and
Mental Health Services**

INTERNAL/EXTERNAL POSTING: October 6, 2017 to October 23, 2017

**AREA PROGRAM COORDINATOR
PARRY SOUND DISTRICT**

Job Status: Permanent Full Time

Base office: Parry Sound

Purpose of the Position: To assist the Manager(s) of Operations and the other Area Program Coordinator in the effective operation of Mental Health, and Addiction programs. The position ensures the quality, consistency and appropriate delivery of designated services within the identified geographical area. The Area Program Coordinator functions as the direct supervisor and manager of designated services, working in conjunction with the Team Leaders, where applicable.

Education and Qualifications:

- Minimum education includes Master's level post-secondary degree in Psychology, Psychiatric Nursing, Social Work or equivalent.
- Minimum of three (3) years advanced practice experience and a detailed knowledge of serious mental illnesses and addictions including best practice service delivery
- Clinical consultation and supervision experience, including case dynamics and documentation preferred.
- Demonstrated knowledge of clinical case management principles, and specific clinical knowledge in the mental health and addictions.
- Demonstrated human resource skills necessary to provide effective leadership to a team of employees
- Demonstrated competence in administrative principles and procedures as they relate to the operation of agency programs
- Considerable knowledge of mental illness/addictions and issues related to severe mental illnesses/addictions, including their impact upon personality, living, learning and working. Considerable knowledge of the principles and practices of the agency's functions/programs
- The ability to provide effective clinical guidance through consultation, modeling and demonstration to employees
- Strong analytical and problem solving skills to identify and resolve complex service/operational issues and to inform others on the handling of those matters

Major Responsibilities:

- Oversee the day-to-day activities of all designated services in the identified geographical area. Ensures the implementation of the service goals, program and consumer objectives, working in conjunction with the Team Leaders
- Conducts regular case reviews, file audits, and provides consultation and support to staff as needed. Provides skill training and support to employees.
- Works with staff to develop, and maintain agency standards through a variety of means including, direct supervision, coaching, modeling, reviewing, scheduling and providing feedback to assist them in maximizing their performance in fulfilling the duties of their positions
- Evaluates employee strengths, achievements, challenges and needs for purposes of ensuring program performance, conducting regular supervision and completing the required performance appraisals.
- Take a leadership role in the recruitment and selection of all program employees

A valid Ontario G or G2 driver's license and a safe and reliable means of transportation

Salary scale: Five steps to \$47.59 per hour depending on qualifications and experience.

Benefits: Canadian Mental Health Association – Muskoka Parry Sound offers a comprehensive health benefit package and participation in the HOOPP pension plan.

You are invited to submit your application **by 4:30 p.m. on October 23, 2017**, to:

**The Hiring Committee
Canadian Mental Health Association, Muskoka-Parry Sound Branch
173-202 Manitoba Street
Bracebridge, Ontario P1L 1S3**

Telephone: (705) 645-2262

Fax: (705) 645-7473

Email: jobs@cmhamps.ca

Please note that we are scent-free facility.

Canadian Mental Health Association Muskoka – Parry Sound (CMHAMPS) is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. Qualified consumers/survivors and/or family members are encouraged to apply.

We retain all applications submitted for one year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you wish this information in a different format, please contact our office at 705-645-2262 or email feedback@cmhamps.ca. If you are contacted regarding a job opportunity, please let us know prior to the interview if you require accommodation.

We thank all applicants but only those selected for an interview will be contacted.