



JOB DESCRIPTION

JOB TITLE: Clinical Team Lead
AGENCY PROGRAM(S): Professional Counselling & Employee Assistance
JOB CLASSIFICATION: Clinical Team Lead
SUPERVISOR: Executive Director

POSITION SUMMARY:

Provide clinical supervision and oversight to the Professional Counselling team and act as the primary agency resource on clinical issues. Provide clinical counselling services to residents of Peterborough City and County, and to clients of Family Services Employee Assistance Program.

HOURS: 35 hours / week

SALARY: As negotiated with the Executive Director within approved salary range.

QUALIFICATIONS:

- M.S.W., M.A. or equivalent
- Current registration with the OCSWSSW or CRPO
- Minimum of five years clinical experience
- Minimum of two years clinical supervision experience preferred
- Sound knowledge of clinical presentations, proven assessment skills and experience in applying appropriate clinical interventions within a short-term strengths-based service model
- Sound knowledge of and proven experience in clinical supervision and/or consultation
- A proven commitment to implement DEI approaches in the Professional Counselling and EAP program development and delivery
- A proven commitment to addressing social equity issues
- Knowledge of Peterborough City and County, Northumberland County and the City of Kawartha Lakes demographics, needs and services
- Proven team-building skills
- Excellent oral and written communication skills and interpersonal skills
- Excellent problem solving skills
- A proven ability to work independently and in a team
- Proven time management skills
- Advanced computer skills and competence in managing data bases.



MAJOR DUTIES:

- Provide leadership and vision so that the Professional Counselling Program is responsive to community needs and reflective of the agency vision, mission, values and strategic plans
- Strive to provide accessible and inclusive professional counselling services to individuals, couples, families, (including children / youth), through CCRC and / or FSEAP programs responsive to client needs
- Act as the primary resource on clinical issues to the Professional Counselling team and to other teams within the agency
- Coordinate and facilitate groups
- Coordinate and facilitate Critical Incident Response debriefs and EAP support services as required
- Offer consultation services to professionals in the community, as required
- Represent and promote the Professional Counselling and Employee Assistance programs and the agency in the community at public forums and community committees where required, including those that further DEI efforts within the community and our agency
- Work in conjunction with the Executive Director to support the Professional Counselling and Employee Assistance programs in an annual strategic process to develop an Operational Plan as part of the agency-wide plan
- Support the Executive Director in maintaining all accreditation standards within the Professional Counselling and Employee Assistance programs
- Support the Executive Director in identifying and preparing proposals for funding opportunities
- Provide leadership within the Professional Counselling and Employee Assistance Programs including leading the clinical portion of team meetings and identifying program gaps and opportunities
- Bring forward emerging issues, trends and service gaps impacting our community to the Executive Director and/or Board of Directors
- Offer, seek, and support staff development opportunities, including opportunities focused on building capacity for inclusion and equity
- Seek out and attend professional development opportunities to support leadership development, including opportunities focused on building capacity for inclusion and equity
- Provide Account Management services to EAP customers, including: monitoring the quality of service, supervising EAP staff and affiliates, ensuring data collection and reporting, and managing EAP contracts.
- Employing a DEI lens, strive to recruit, train, and supervise a diverse staff team that is representative of our community and client base
- Employing a DEI lens to recruit and support the supervision of placement students and program volunteers
- Maintain clinical files in accordance with agency, professional practice, and accreditation standards; be responsible for file closures



- Ensure that staff caseloads are maintained
- Commitment to understanding emerging issues affecting the communities we serve, and advocating for implementation of evidence-informed approaches both internally and within the broader community
- Oversee statistics required by funders and ensure targets are met
- Contribute to agency-wide activities
- Adhere to agency and program policies as outlined in Policies and Procedures and Program Manuals
- Bring forward emerging issues, trends and service gaps impacting our community to the Executive Director and/or Board of Directors
- Other duties as assigned

Revised by: Kirsten Armbrust

Date: July 21, 2021
Date: January 14, 2022
Date: July 24, 2023

Approved by: Kirsten Armbrust
Executive Director

Date: July 21, 2021
Date: July 24, 2023