

## Job Description

POSITION:	Team Supervisor – Children’s Mental Health
ACCOUNTABILITY:	Children’s Mental Health Manager
CLASSIFICATION:	Full-Time Contract to March 31, 2020
DATE APPROVED:	

### **JOB PURPOSE**

Reporting to the Children’s Mental Health Manager, the Team Supervisor – Children’s Mental Health is responsible for directly supervising Child and Youth/Family Services Clinicians and Support Staff. The Team Supervisor is responsible for providing direction, coaching and clinical supervision to staff on all matters relating to Children’s Mental Health service delivery while ensuring that their efforts are in alignment with the Agency’s strategic planning, policies and procedures as well as the legal framework of the Child Youth and Family Services Act and First Nation standards of practice.

### **KEY JOB FUNCTIONS**

#### **Front Line Support and Supervision:**

Supervise and oversee the day-to-day case management of Child and Youth/Family Services Clinicians by providing leadership, guidance, coaching, mentoring, support and regular evaluation.

- Ensure provision of services and case management practices appropriately incorporate the enhancement and development of positive cultural identities of the children, adults, families and communities served
- Ensure development and consistent day-to-day supervision of thorough and relevant assessment, planning, action and evaluation to all children, adults and families being served by the department
- Consistently adhere to Agency vision, mission, best practice standards, policies and procedures to promote effective casework practices
- Plan, organize, make decisions for, and monitor all casework activities to ensure consistency with legislation, practice standards, regulations, Agency vision, mission, policies, procedures and community norms
- Provide clinical supervision and ensure services are provided using family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children
- Ensure orientation and competency-based, in-service training is provided to workers to assure they acquire the appropriate knowledge and skills to perform the functions of their positions
- Develop open and effective communication strategies to promote collaboration and effective conflict resolution skills to resolve individual and team performance problems
- Support the development of services that represent First Nation customs, traditions and values
- Identify, assess and develop strategies to resolve conflict among Agency departments, communities, children, families, staff members and service providers
- Input and monitor team statistical data within prescribed databases
- Ensure team is utilizing data sources and data collection strategies that support ongoing development and monitoring of Agency quality service delivery
- Ensure information is communicated to team in a clear, precise and understandable manner
- Translate relevant legislation into language understood by team, children, adults and families served, and First Nation communities
- Provide on-call supervision for covering on-call

### **Leadership in Child Welfare:**

Create a work environment that supports achievement of the Agency's vision and mission and promotes excellence in direct practice.

- Develop a supportive and caring work environment to encourage staff to be engaged, involved and invested in their work
- Demonstrate effective leadership to enhance staff performance in successful achievement of Agency and team objectives
- Organize and lead regular team meetings to enhance planning, monitoring, problem solving, education, transfer of learning, and team and Agency development
- Instruct, monitor and model to staff the provision of services that meet the unique needs of the children, adults, families and communities served
- Demonstrate and reinforce cultural competence in all aspects of communication, interpersonal relationships and casework practices
- Establish and sustain a work environment that promotes and rewards optimal performance, an ongoing commitment to excellence and the adoption of strength-based cultural practices
- Identify and demonstrate the importance of creating a shared vision of a positive future for First Nation children and families to help staff find meaning and value in their work
- Identify job roles and responsibilities that serve children, adults, families, community leadership, and administrative and legislative requirements
- Respond to requests for Agency information, case consultations and attendance at community meetings

### **Human Resources:**

Provide guidance, direction and support to team.

- Identify proactive strategies of communicating performance standards and motivating workers
- Develop team and individualized training plans
- Develop and lead supervisory conferences, team meetings and case reviews and observe caseworkers in order to identify ongoing strategies to meet the team's training needs
- Ensure a regular schedule of performance review is identified and ensure full involvement of staff in evaluating and planning to improve their job performance
- Provide leadership, guidance, support, supervision and direction to team and ensure understanding of and alignment with organizational values, goals and priorities
- Monitor and address employee performance and conduct performance reviews
- Establish and sustain a work environment that promotes and rewards optimal performance, an ongoing commitment to excellence and the adoption of strength-based cultural practices
- Support a culture of learning and professional development, and ensure leadership development opportunities exist for staff
- Ensure adherence to organizational policies, procedures, practices and standards
- Ensure development and monitoring of staff work plans
- Participate in recruitment of staff including assisting with screening, interviews, job descriptions and interview questions
- Ensure orientation of new staff
- Recommend human resources required for the department

### **Administration and Reporting:**

Complete administrative reports and adhere to Agency policies, procedures and relevant practices.

- Develop a team work plan that ensures continual planning as an integral part of leadership, management, and direct supervision
- Ensure Agency compliance with Ministry of Child and Youth Services Serious Occurrence directive and reporting requirements
- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain a detailed work plan of activities
- Develop and maintain accurate, up-to-date and concise work files

- Prepare and deliver summary reports
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

**Other Duties:**

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

**QUALIFICATIONS**

**Minimum Education**

- Master of Social Work degree is preferred and would be an asset
- Honors Bachelor of Social Work (HBSW) degree

**Minimum Experience**

- Five (5) years' direct experience working with children and families
- Three (3) years' direct management and administration experience
- Experience in a clinical environment providing Children's Mental Health services
- Experience providing clinical support and consultation to staff required.

**Knowledge Requirements**

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of relevant legislative framework and policies reflecting current child welfare practice
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare
- Knowledge of external service agencies
- Knowledge of all relevant legislation including the Child Youth and Family Services Act, Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act and other relevant legislation, design and operation of various service delivery models

**Special Skills**

- Strong leadership and management skills
- Excellent human resource management skills
- Strong professional ethics
- Strong interpersonal and communication skills
- Strong organizational and administrative skills
- Excellent time management skills
- Excellent computer skills
- Demonstrated capability in conflict resolution, mediation, and problem solving
- Demonstrated ability to lead and coach others utilizing a collaborative and strengths-based approach
- Proven ability to work with First Nation communities and people
- Ability to take initiative and work independently
- Ability to facilitate strong inter-departmental relationships
- Ability to establish and maintain effective working relations and to develop strong, effective teams
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to adapt to and manage change
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

**Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage.

**WORK SITE LOCATION**

The location for this position is to be determined.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Team Supervisor will typically be in an office setting. The Team Supervisor is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations.

The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Team Supervisor will be required to travel to meetings in the province of Ontario.

The administration of employees and provision of child welfare services can be emotionally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Team Supervisor to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

**TECHNOLOGY & EQUIPMENT**

Computer, photocopier, telephone, fax machine and cell phones

**SUPERVISORY RESPONSIBILITY**

The position supervises a minimum of 6 employees.

**KEY RELATIONSHIPS**

**Internal**

The position requires interaction with the Children’s Mental Health Manager, Protection and Resource Managers, other Team Supervisors, Child and Youth/Family Services Clinicians, Child Welfare Front Line Staff, Children Support Workers, Client Records Clerks, Director of Human Resources, Cultural Services Department, Administrative Assistant and other staff.

**External**

The position will interact with the Ministry of Child and Youth Services, Children’s Aid Societies, other First Nation communities, and all service related agencies within the First Nation that respond to child welfare service delivery needs.

**DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

**SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date