

Youville Recovery Residence for Women

Position Title: Program Supervisor

Youville's mission is to operate residential recovery facilities for women who experience the co-occurring issues of addiction, mental health distress and a history of abuse. In a unique home-like setting, Youville promotes recovery by providing its clients with holistic counseling and programming services that strive to meet the physical, emotional, spiritual, occupational, and social needs of each client and to accommodate the dependant children of clients in our facilities and programs.

Job Summary

Reports to the Executive Director, this position requires a self-directed, organized and goal oriented individual with a sense of humour and with a minimum of 5 years combined education and experience. Additionally needs management experience and a background in either nursing psychology or social work. This position will be responsible for the supervision of small clinical staff both full time and part time, including hiring, training and performance management. BSW or combination education and experience with a minimum of 3 years in area of addictions, mental health and violence

Additional Duties:

- Weekly meetings with ED.to review all internal and external issues.
- Work with the ED to implement the strategic plan
- Human resource responsibilities including the hiring, training, motivation, development and performance management of staff.team and individual clinical meetings 1-2 times a month
- Scheduling the vacation rotation for clinical staff to ensure proper coverage.
- Foster effective teamwork between clinical and business staff to create a positive work environment for all including the establishment and of a culture of healthy boundaries
- Implement the agencies programs and services
- Represent Youville at community events to enhance the organization profile
- Collaborate and cooperate with other community agencies
- Professional presentation of self with clients and in the community

Knowledge/Skills

- Requires sound knowledge of various addiction counselling theories; mental health issues and abuse and violence issues.
- A comprehensive understanding of group process, strength-based principles of treatments and an individualized approach to treatment is desired.
- Knowledge of the 12 and 16 step programs
- Sound clinical judgment and strong assessment and treatment skills
- Crisis intervention skills
- Knowledge of the homelessness situation an asset
- Intermediate proficiency in the use of personal computers for word processing (Word), email etc

Administration

- To keep accurate records and files regarding residents as required
- To keep appropriate documentation regarding statistics as required
- To attend staff meetings, retreats and training sessions as required
- To manage the annual allotted budget requirements
- To be aware of latest policies, procedures, mandates, Mission, of Youville Recovery Residence for women

Education:

Minimum: degree in social work or nursing.

Experience:

Minimum of 3 years practical experience working with addictions, mental health and violence issues.
Management experience an asset.

Other Requirements:

- Must obtain and maintain professional registration
- This position requires a valid driver's licence and use of a personal vehicle

Compensation:

- Salary: \$45,000 - \$50,000
- Benefits: after 3 months
- Reimbursement for mileage related to employment use @ \$0.40/km

Please send resumes by email to ed@youville.net or by fax 403-242-3915