

# Clinical Supervisor

Prince Edward Island Rape and Sexual Assault Centre- Charlottetown, PE

**Closing Date:** November 27, 2023 - 4:00 pm

**Job Title:** Clinical Supervisor

**Reports To:** Executive Director

**Full-Time, Permanent, Averaging 37.5 hrs per week**

Service hours will be delivered on a flexible basis, including some evening and weekend hours.

**Salary Range:** \$44 - \$46 per hour

**Benefits:** Extended Health Benefits and RRSP plan is provided after probation period (3months)

*This position is open to all Persons and welcomes gender-diverse applicants. We especially welcome applicants of members of marginalized groups, Indigenous persons, persons with disabilities, Two-Spirit, LGBTQIA+ persons and others with the skills and knowledge to engage productively with diverse communities.*

The Clinical Supervisor is a collaborative leadership role required to promote the values and mission of the PEI Rape and Sexual Assault Centre (PEIRSAC) through a Trauma-Informed and Diversity, Equity and Inclusion (DEI) lens. The Clinical Supervisor is required to hold an extensive background focused on trauma-informed individual and group therapeutic services to support survivors including adults, adolescents and children (12 and over) who have experienced sexual violence.

The Clinical Supervisor is expected to provide day-to-day organizational support. This would include providing ongoing clinical supervision, clinical consultation, identify training needs and programming support to Clinical Staff, Therapists, Program Coordinators and practicum students ensuring that all clients receive timely services upheld to the standards of PEIRSAC while complying with all professional standards of practice and agency policies and procedures.

The Clinical Supervisor is responsible for reporting, conducting functional assessments and support plans, staff evaluations, managing operations and community engagements and other duties as required as well may assume the responsibilities of the Executive Director in their absence.

***Please be aware that only shortlisted applicants will be contacted.***

## Responsibilities

### The successful candidate will:

- Promote, support, and demonstrate PEIRSAC mission, vision, values and strategic goals through knowledge, behavior and job performance and adhere to policies, procedures, protocols and standards on a day-to-day basis working closely with the Executive Director to support best practices and effective service provision and operations.
- Foster strong, supportive relationships and provide clinical oversight, training, monitoring, clinical supervision and consultation to Clinical staff, Program Coordinators and practicum students while incorporating Trauma-Informed care philosophies, practices, and strategies in all activities.
- Ensure adherence to PEIRSACS policies, requirements of the Employment Standards Act and Regulations and other areas of recruitment and selection for PEIRSAC staff, discipline, grievance and performance and attendance management.
- Discuss problem situations and remedies with specific staff and may participate directly in the provision of services to resolve difficult or sensitive issues.
- Demonstrate a high level of collaboration, communication and cooperation with community organizations, referral sources or outside service providers to coordinate care in support of the client's optimal functioning and refer clients to appropriate therapeutic or case management services, in support of the client's optimal functioning.
- Implement and maintain required case management, staff evaluations and clinical records. Collect, analyze, and complete data reporting in alignment with requirements for both the agency and funders and provide monthly, quarterly, and annual program reports.
- Support, develop and modify group curriculums as needed.
- Attendance required for internal and external meetings with staff, board members and community stakeholders.
- Coordinate clinical trauma training for new team members and students.
- Assist the Executive Director with programmatic responsibilities i.e., policies and procedures and provide oversight of intake process as well as an operational framework for client services to support the agency's strategic goals and capacity.
- Perform other related duties as assigned and requested by the Executive Director

## **Qualifications**

### **Certifications, licenses and registrations:**

- Possess a valid Driver's License
- Successful applicants will be subject to a screening process, including a criminal record/vulnerable sector check to confirm suitability for the position.

### **Supervisory and Clinical Requirements:**

- Previous Clinical supervision and behaviour consultation experience is expected with demonstrated competencies in behaviour analytic assessment and intervention and proven experience with trauma informed counselling providing best practice, culturally safe and agile services in intimate partner violence, gender-based violence and sexual violence; including supporting children and youth.
- Demonstrates cultural competency in working with diverse populations and will continue to further support the Diversity, Equity and Inclusion of PEIRSAC.
- 5+ years direct clinical service and supervisory experience with survivors of sexual violence required, ideally including experience with children and youth.
- Previous leadership experience with orientation and onboarding for new hires as well as providing staff monthly check-ins, annual performance reviews, coordinating sick time, vacation, leave of absence, professional development and working from home schedules.
- Demonstrated conflict resolution skills.
- Extensive working knowledge of issues related to sexualized violence, trauma-informed practice, community-based programming and services, applicable legislation and building community relationships.

### **Educational Requirements:**

- A Master's degree in Applied Behaviour Analysis, Psychology, Social work, Counselling or MEd is preferred.
- A Bachelor's degree in Applied Behaviour Analysis or Bachelor of Science in Psychology. (A bachelor's degree in a related discipline (BSW / BA-Psychology / BA- CYC etc.) will be considered with experience directly related to working with Child and Youth.

### **Language Skills:**

- Ability to write professional treatment plans, professional correspondence, and reports.
- Ability to respond and communicate effectively and respectfully with team members, clients, support family members and referral sources.
- Ability to speak effectively before groups of clients, collaborative agencies or employees of the Agency.

### **Reasoning Ability and Technical Skills:**

- Sufficient computer skills to operate email, Internet, Microsoft Office, Excel and other PEIRSAC software systems.
- Ability to apply principles of logical or therapeutic thinking to a wide range of clinical and practical problems.
- Judgment when to seek feedback from the Executive Director.

**Other Skills and Attributes:**

- Ability to establish trusting relationships with children, youth, and families / caregivers.
- Experience working as a part of a multi-disciplinary team with a collaborative care approach. The ability to work independently as well as collaboratively in a team environment to foster growth, creativity and mutual support.
- In collaboration with the Executive Director, determine programs, resources, budgetary operational and organizational requirements for all new and existing programs within areas of responsibility.
- Regular reporting includes grant proposals, direct client service funding applications, monthly statistical reporting, quarterly narrative reports and annual application submission and reporting.
- Research and continuously build knowledge of best practices and trends towards service development and deliver to best support, clients, staff and community needs.

**Valued assets:**

- Experience in the development and facilitation of clinical programs and support groups.
- Knowledge of the criminal justice system, issues impacting women, 2 Spirit, Trans and gender diverse communities that is informed by an anti-oppressive lens and intersectional consideration
- Adaptable and strategic thinker, results driven with the ability to achieve defined goals.

**Work Environment:**

This position is predominantly in a standard office environment with potential for some remote work on an agreed-upon schedule with the approval of the Executive Director. Some weekend and evening work will be required.

**Travel:**

Some local (Island wide) travel required.

AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT: PEIRSAC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.