



## Lanark County Mental Health Listening To Understand

<b>Position:</b>	Program Manager / Supervisor	<b>Reports To:</b>	Executive Director
<b>Job Status:</b>	Full Time, Permanent	<b>Salary:</b>	Hourly \$49 - \$55
<b>Location:</b>	Lanark County (Incl. Carleton Place and Smiths Falls)	<b>Union/Non-Union:</b>	Non-Union
<b>Closing Date:</b>	May 24, 2021		

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### **About Lanark County Mental Health (LCMH):**

Lanark County Mental Health (LCMH), sponsored by the Perth and Smiths Falls District Hospital, serves as the lead community-based mental health agency responding to Lanark County adults and transitional aged youth.

LCMH is comprised of a multidisciplinary team of case managers, social workers, psychotherapists, community mental health nurses, and psychiatrists, who work in collaboration with local partner agencies, hospitals and family doctors, to support transitional-aged youth and adults experiencing mental health concerns. Counselling and other clinical services are also available to support adult victims of domestic violence and/or sexual assault. Services are provided confidentially, respectfully and within a shared care client-centered model of treatment which promotes recovery.

LCMH programs are offered in community, with main offices located in Smiths Falls and Carleton Place. Mental health workers are also located on-site at all Lanark County hospitals to provide comprehensive mental health assessments, treatment, and to support access to resources. Enhanced mobile crisis services are also provided in collaboration with local Police Services.

LCMH is seeking an energetic, creative, adaptive and strategic individual who uses a participatory, trauma-informed, strengths-based supervisory approach. If you have a passion for leadership, the tenacity to change culture, are open to listening and learning from your staff, embrace ongoing quality improvement, and recognize that diversity and different perspectives amongst team members support and strengthen outcomes, then we would like to hear from you.

### **Job Summary:**

LCMH is seeking a Program Manager who will work collaboratively with other members of the Leadership team and assist the Executive Director in the development, implementation, and day-to-day operation of programs. The Program Manager may provide individual and group supervision to Case Managers, Community Treatment Nurses, Social workers, as well as Community Mental Health Nurses providing crisis supports in local hospital emergency departments.

The candidate would have extensive experience in providing supervision and support to staff working with clients with a wide range of mental health, complex trauma, crisis, and addiction issues, and a strong ability to meaningfully integrate theory and practice. Experience in case management and community treatment best-practice models is required.

The Program Manager would be responsible for the implementation, management, supervision and evaluation of new and ongoing programs and projects. The Program Manager may also be responsible for writing funding submissions and reports, as well as creating, monitoring and maintaining budgets. The candidate will lead a team of staff, work collaboratively and nurture relationships with partners as required to ensure that services are in keeping with LCMH's values and strategic directions, and adhere to standards of excellence.

## **Key Responsibilities:**

### ***Strategic Planning/Managerial Leadership***

- Oversee the operations of agency programs and services, provide leadership, and assess the feasibility of new programs and services in response to emerging needs in the community
- Actively participate as a team member of the Leadership Team, which includes responsibility for planning and evaluating over-arching agency client services, annual program operating plans, quality improvement processes, special projects and contributing to business planning
- Represent LCMH and maintain / strengthen collaborative relationships with community partners
- Work with Executive Director and Leadership Team to develop new opportunities for expansion of services
- Participate in the development and implementation of agency wide policies and procedure
- Maintain current and up-to-date knowledge of community resources
- Seek project funding and submit proposals to support new program initiatives.
- Ensure alignment of program activities with the agency's vision, mission and budget

### ***Clinical Leadership and Support***

- Provide leadership to the team to ensure high quality, inclusive, accessible, respectful and effective client-centered service, and a care model that focuses on service excellence
- Provide supervision, consultation and training to staff, supporting them in their professional development goals
- Monitor clinical staff caseloads, direct service hours, etc. for timely statistical reporting
- Develop and update program procedures and tools for programs
- Partner with internal staff to effectively implement program evaluation and metrics to monitor program effectiveness and ensure relevant program analysis
- Provide orientation and training to new employees with an emphasis on building teams
- Flexibility to travel between office sites and hospitals in Lanark County as required
- Other duties as assigned

## **Minimum Qualifications:**

- Masters degree in Mental Health Nursing, Masters of Social Work, or related field and eligibility for registration in a professional college.
- Minimum 5 years management experience, including 3 years supervisory experience working within the social service sector, with 5+ years of clinical mental health experience
- Bachelor of Social Work, RN-CRNE may be considered with 10+ years supervisory and management experience.

## **Knowledge, Skills and Abilities:**

- Superior leadership, critical thinking, relationship management, decision making and problem solving skills
- Current knowledge of best practices in mental health services, as well as knowledge and experience working with marginalized and underrepresented communities
- Knowledge and experience working in community mental health / case management services required, including knowledge of theoretical interventions and social determinants
- Knowledge and experience working in hospital-based mental health, community safety justice services, and/or community nursing would be an asset
- Commitment to the principles of social justice, equity and inclusion
- Experience in successful proposal writing, grant applications and funding requests.
- Demonstrated ability to work effectively and maintain productive working relationships with diverse range of community partners
- Ability to work in a fast paced environment with changing priorities.
- Excellent administration, clinical documentation, and computer skills
- Excellent verbal and written communication skills
- Experience managing in a unionized environment is an asset
- Ability to work flexible hours
- A valid driver's license and availability of an automobile required.
- Satisfactory vulnerable sector reference check (with future checks every 2 years).

*Please submit a resume and cover letter to:  
Paula Kerr, [pkerr@lanarkmentalhealth.com](mailto:pkerr@lanarkmentalhealth.com)*

*We thank all applicants for their interest. Due to the volume of applications received, only candidates selected for an interview will be contacted.*

*LCMH supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants can make accommodation requests for the interview or selection process by contacting the Executive Director who, together with the hiring committee, will arrange reasonable and appropriate accommodation for the selection process which will enable the applicant to be assessed in a fair and equitable manner.*