



The Calgary Dream Centre

JOB DESCRIPTIONS

JOB TITLE: DIRECTOR OF MENTAL HEALTH SERVICES

REPORTS TO: Executive Director
APPROVED BY: Executive Director
POSITION TYPE: Full Time

DEPARTMENT: Management
LAST REVISION: Feb. 8, 2017
NO. PAGES: 2

CALGARY DREAM CENTRE PHILOSOPHY:

The Calgary Dream Centre is a faith-based recovery organization working to change the lives of those most vulnerable in the city of Calgary. Our holistic process of transformation helps individuals to escape the cycle of homelessness and addiction.

At the Calgary Dream Centre we are committed to the core values of mercy, compassion, respect, integrity, and innovation. We practice these values every day as we engage with people on the streets and in our programs, supporting them as they take steps towards recovery and a new, purposeful life.

JOB DESCRIPTION:

Reporting to the CEO/Executive Director this position is responsible for providing expertise on mental health programming for all clients, and overseeing the development, implementation, oversight and assessment of the mental health services at the Dream Centre. The Mental Health Director will work collaboratively with the Dream Centre's staff and Leadership Team to provide oversight and excellence of mental health services. The individual in this role will be familiar with other services and resources in the community and work to provide information and support where required.

ROLES & RESPONSIBILITIES

Assessment & Intervention Plans:

- Assist in the in-take process for patient selection by providing health tools and support for those interviewing prospective clients
- Perform client assessments and develop intervention plans
- Participate in the review of complicated mental health cases and help develop clinical plans when required
- Keep accurate and adequate records (e.g. following Alberta Health Services' standards), and performing administrative duties as required by the job
- Collaborate and work with the Dream Centre Community and Program Teams by providing mental health tools and support for them
- Assist in the development and maintenance of mental health statistical collection and tracking systems
- Develop, in conjunction with appropriate internal staff and external resources, protocols, procedures and policies as they relate to the behavioural health care needs/issues of clients.

Consultation and Guidance:

- Consult and collaborate with the leadership team on budgets and personnel selections with respect to mental health services
- Provide consultation to Case Managers and other staff on matters relating to mental health services
- Work with the appropriate Director and CEO/Executive Director in the recruitment, interviewing, training, and onboarding of new team members and Case Managers

Program Development:

- Responsible for monitoring quality assurance of mental health services provided by staff
- Provide peer support for Operational Support Worker's with respect to mental health services.
- Prepare program evaluations and analyze results

Agency Collaboration:

- Establish relationships with social services and other mental health agencies to provide coordination and collaboration in the continuum of care for clients
- Coordinate and facilitate the referral process with other agencies when appropriate

QUALIFICATIONS**Essential Skills**

- Professional demeanor and appearance, as well as the ability to deal tactfully with sensitive situations and maintain client confidentiality
- Excellent supervisory, time management, and interpersonal skills
- Leadership skills, as well as proficiency in working with emotionally fragile people
- Demonstrated written and oral communication and educational skills
- Demonstrated ability to formulate treatment plans
- Understanding and experience in behavioral health managed care
- Demonstrated ability in problem solving, consensus building, conflict resolution, advocacy, and team building
- Demonstrated ability to work effectively in a team environment
- Working knowledge of administration and coordination skill

Required Experience:

- 5-7 years' experience working in the field of addiction and mental health services
- 3-5 years' experience developing, implementing, and overseeing a mental health team

Required license or certification:

- Drivers License
(required to have 2 million liability on insurance)
- *Certifications:* Current CPR/First Aid Certification & ASIST Certification and NVCI (Non-Violent Crisis Intervention)
- *Any additional job specific training can be obtained after time of hire*

Required education:

- Master's Degree or higher
- Current registration with appropriate college in clinical social work, clinical or counseling psychology, and/or psychiatric nursing