



Job Title: Manager of Adult Portfolio

Location: Ottawa, Ontario, Canada

Reports To: Director of Addiction and Mental Health

Job Status: Full Time Permanent / 37.5 hours per week

Rideauwood Addiction and Family Services is a non-profit organization that provides counselling, education and treatment to individuals and families affected by problematic substance use and gambling in Ottawa. Rideauwood serves over 2500 clients yearly in Youth and Adult Programs.

The Manager of Adult Portfolio is responsible for the direct management and supervision of clinical staff, administration, leadership, and overseeing the ongoing development, coordination, implementation and evaluation of Agency services including our adult program, drug treatment court program, and family & parent program. The manager will ensure the effective and efficient delivery of addiction services through collaboration with other managers, staff and other care providers and stakeholders.

RESPONSIBILITIES

- Provide clinical direction and supports to staff around client cases through supervision, processes, team processes, and, on an as-needed basis;
- Responsible for program management in designated areas;
- Responsible for the quality and integrity of the services provided in designated programs;
- Leads in service implementation, including working with front-line staff on clinical and service delivery issues, advocacy, database needs, and, training and development;
- Leads team meetings with designated staff members;
- Actively reviews program delivery model and provides input on effective improvements;
- Works with staff to ensure that program data is accurately inputted and submitted;
- Works with staff to provide clinical expertise and guidance and coaching as necessary;
- Ensures that the required policies, procedures, and standards are being upheld;
- Actively contributes to Rideauwood's strategic planning;
- Works to build partnerships with key stakeholders;
- Work collaboratively with Rideauwood colleagues on work deliverables and projects;
- Maintains a working knowledge of program contract deliverables and ensures these are being met in a timely and consistent manner; and,
- Cross-coverage for other clinical programs and other duties or portfolios as required.



EDUCATION, TRAINING, AND EXPERIENCE

- Degree in human services field such as Social Work or Counseling Psychology;
- Professional registration/credentialing with a relevant regulatory body (ie. Ontario College of Social Workers & Social Service Workers or College of Registered Psychotherapists of Ontario);
- Minimum 5 years experience in the addiction and mental health field;
- Leadership experience in a clinical setting is considered a strong asset;
- Demonstrated knowledge of mental health and addiction issues;
- Demonstrated sound clinical judgement, initiative, and leadership in counselling and/or case management programs;
- Demonstrated ability to work both independently and as an effective member of a team;
- Demonstrated administrative management and reporting skills;
- Demonstrated ability to self-organize and prioritize work;
- Demonstrated ability with MS Office Suite of Programs is essential, experience and comfort working with electronic health records/client management systems;
- Knowledge of relevant legislation related to care, client privacy and confidentiality
- Proven ability to coach, manage, mentor new and existing team members;
- Proven ability to build and lead teams;
- Proven collaboration and external relationship-building skills;
- Excellent interpersonal, organizational, verbal and written communication skills, including presentations;
- Ability and willingness to work hours necessary to complete projects and tasks by stated deadlines;
- Possession of a valid driver's license and access to a vehicle for travel;
- Bilingualism (English/French) is a strong asset;
- Master's Degree would be considered an asset, and;
- Completion of a formal Clinical Supervision course from a recognized educational institution is an asset

DISCLAIMER: This job description indicates the general nature of the level of work expected of the incumbent it is not designed to cover or contain a comprehensive list of activities, duties or responsibilities and the incumbent may be asked to perform other duties as required

WAGE PROGRESSION

There is a pre-determined salary range for this position. This will be shared with applicants chosen for the next stage of the recruitment process.

If you are interested in this position, please submit a current resume and letter of interest to HR at hr@rideauwood.org answering the following questions:

Based on your experience and practice, and given what you know about this position: (1) what motivated you to apply for this position, and (2) what makes you a suitable candidate for this position?

Deadline for Applications

Deadline for internal applications: Wednesday, July 13th 2022 at 5:00pm

Deadline for external applications: Wednesday, July 13th 2022 at 5:00pm

Rideauwood is an equal opportunity employer. If any accommodations are needed for applicants during the selection process, please notify HR at hr@rideauwood.org.