



**Job Title:** Assistant Manager, Youth and Young Adult Portfolio

**Location:** Ottawa, Ontario, Canada

**Reports To:** Manager, Youth and Young Adult Portfolio

**Job Status:** Full-Time Temporary / 37.5 hours per week until March 31, 2026

We are currently receiving applications for one (1) Full-Time Temporary excluded Assistant Manager of the Youth and Young Adult Portfolio who will work in a term capacity until March 31, 2026.

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

### **Responsibilities**

This position will be situated at the Rideauwood offices at 312 Parkdale Avenue. The Assistant Manager of the Youth and Young Adult Portfolio (the Assistant Manager) is responsible for the management of staff, administration, leadership and overseeing the ongoing development, implementation and evaluation of services in their designated program areas in collaboration with and reporting to the Manager of the Youth and Young Adult Portfolio (the Manager). Responsibilities include but are not limited to:

- Actively manages staff to ensure effective implementation of the agency's mission, goals, objectives and target outcomes;
- Actively reviews program delivery model and provides input on effective improvements;
- Actively contributes to Rideauwood's strategic planning;
- Responsible for program management in designated areas;
- Responsible for the quality and integrity of the services provided in designated areas;
- 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;
- Provides clear communication of performance expectations and responsibilities;
- Provides ongoing management and coaching to create an atmosphere of innovative thinking and open communication;
- Provides weekly reports to the Manager;
- Maintains a working knowledge of program contract deliverables and ensures these are being met in a timely and consistent manner;
- Understand and implement agency policies and procedures based on internal and external requirements, contracts, laws etc.;
- Through monthly supervision, support staff in achieving individual, program and agency goals/targets including utilization and optimizing electronic medical record use;
- Promote and foster community relationship building;
- Other related duties, as required.

### **Education, Training and Experience**

- Minimum of a four (4) year degree in human services field such as Social Work or Counseling Psychology from an accredited post-secondary institution;
- Mental health and addictions certification an asset;

- Minimum of five (5) years recent related experience;
- Proven ability to provide coaching/mentoring to counsellors in an addictions and/or mental health setting;
- Proven ability to build and lead teams;
- Significant understanding of substance use issues, mental health issues, concurrent disorders, problem gaming/gambling, and evidence-based treatment practices to address them;
- Thorough knowledge of and proficiency in contemporary assessment and psychosocial counselling techniques, including addiction and mental health issues among youth and young adults and in communities and society at large;
- Demonstrated sound clinical judgement, initiative, and leadership in counselling and/or case management programs;
- Ability to provide culturally competent service to clients of diverse ethno racial and cultural backgrounds is essential and experience completing comprehensive mental health assessments as part of an interdisciplinary team;
- Ability to deal effectively with crises, including a threat of self-harm, or harm to others.
- Knowledge of mental health and trauma and how they relate to addictions;
- Knowledge of available programs and services, their interrelationships, and their function in delivering services in the community;
- Knowledge of legislation applicable to performance of job responsibilities;
- Excellent organizational, interpersonal and written communication skills and the ability to work effectively in a fast-paced environment;
- Familiar and proficient with computers, including but not limited to the Microsoft Office suite of tools;
- Bilingualism (English/French) is a strong asset;
- Master's Degree would be considered an asset, and;
- Professional registration/credentialing with a relevant regulatory body (i.e. Ontario College of Social Workers & Social Service Workers or College of Registered Psychotherapists of Ontario);

**If you are interested in this position, please submit a current resume and letter of interest to [hr@rideauwood.org](mailto: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**

**Internal:** Wednesday April 16, 2025 @ 5:00pm

**External:** Wednesday April 23, 2025 @ 5:00pm

For more information about Rideauwood please visit our website at: [www.rideauwood.org](http://www.rideauwood.org). We thank all candidates who apply; however, only those selected for an interview will be contacted.

*Rideauwood values Equity and Diversity and is an equal opportunity employer.  
If any accommodations are needed for applicants during the selection process, please  
notify Human Resources at [hr@rideauwood.org](mailto:hr@rideauwood.org)*