



## JOB POSTING DETAILS

<b>Employer</b>	Canadian Mental Health Association, Sault Ste. Marie (Canadian Mental Health Association, Sault Ste. Marie)	<b>Job Type</b>	RI
<b>Job Title</b>	Program Supervisor - Sault Ste. Marie	<b>Duration</b>	Full Time
<b>ES Job ID</b>	13685	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	December 16, 2022	<b>Closing Date</b>	January 6, 2023

### Job Overview - Description & Duties

Job Class: Program Supervisor

Reports to: Director of Services

Location: Sault Ste. Marie

Terms of Employment: Full-time, Permanent

#### Summary of Function:

Reporting to the Director of Services, the Program Supervisor is responsible for the efficient and effective operation of the assigned programs/services, including day to day operations, financial management, staff management, programming, program development and service delivery. As a member of the management team, the Program Supervisor shares responsibility for Health and Safety in the workplace as well as cross-program functions such as on-call rotations, education and promotion in the community, professional development and special projects.

#### Key Responsibilities

- Carry out management responsibility in accordance with organizational policies and procedures including recruitment, management of direct reports, staff development, orientation and training and performance management
- Monitor wait lists, caseloads, admission and discharges
- Address client complaints in a prompt and diligent manner if required
- Ensure person-centred planning is effectively implemented
- Oversee the maintenance of client records in agency database, assuring accuracy, completeness and compliance with regulations, legal and ethical standards
- Build and maintain solid relationships with community partners to increase opportunities for innovation
- Participate with in both internal and external committees and task forces as well as fundraising initiatives
- Prepare qualitative and narrative reports and updates for funders and leadership on a quarterly basis and as needed
- Ensure the efficient operation and maintenance of residential and community sites as assigned

CMHA Algoma offers a competitive compensation package, extensive benefit and pension programs, paid time off and a 35-hour work week.

### Required Skills

#### Qualifications

- Demonstrated leadership, team building and decision-making skills required, including skills in coaching and developing individuals and teams
- Demonstrated ability to be proactive, take initiative, and problem solve
- Demonstrated ability to create and maintain a positive work environment
- Excellent organization, time management and communications skills
- Demonstrated ability to resolve conflict and problem solve
- Consistent demonstration of behaviours in alignment with the mission and values of CMHA
- Knowledge of health care transformation initiatives within the province
- Proven ability to manage change within an organizational and team context
- Ensure the efficient operation and maintenance of residential and community sites as assigned

#### Minimum Requirements

- Master's degree in social work or a related health/human services degree preferred, Bachelor Degree in Social Work or a related health/human services degree may be considered
- Current registration with Ontario College of Social Workers and Social Service Workers (OCSWSSW) or College of Registered Psychotherapists of Ontario (CRPO)
- Five or more years of experience in mental health and addictions, support services, and/or residential programs preferred
- Two or more years of experience working in management, within a unionized workplace preferred
- Certification in ASIST, CPI and Standard First Aid/CPR (or willing to obtain on own time within 3 months)
- Provide an acceptable Police Vulnerable Sector Check
- Valid driver's license and access to a reliable vehicle

#### Other Requirements

NA

#### How to Apply

Please forward a covering letter and resume, by email only, prior to January 6th, 2023.

Angela Quizi, Manager of Human Resources  
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CMHA values diversity and is an equal opportunity employer. CMHA is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.