

DIRECTOR, COUNSELLING SERVICES

Full-Time (Long-Term Disability Leave Coverage)

The Barbra Schlifer Commemorative Clinic (the “Clinic”) offers legal representation, professional counselling and multilingual interpretation to women who have experienced violence. Our diverse, skilled and compassionate staff accompany women through personal and practical transformation, helping them to build lives free from violence. We are a centre by, for and about women. We amplify women’s voices and cultivate their skills and resilience. Together with our donors and volunteers, we are active in changing the conditions that threaten women’s safety, dignity and equality.

We are seeking an exceptional candidate for Director, Counselling Services. The director, counselling services is accountable to the executive director for the management, supervision, administration, assessment, program reporting and ongoing development of the counselling services department at the Barbra Schlifer Clinic.

DUTIES AND RESPONSIBILITIES

Reporting to the executive director, the director of counselling will deliver a wide range of services including:

MANAGEMENT

1. As a member of the senior management team, develops a long-term strategic plan for the clinic, which includes department short and long-term goals.
2. Develops, recommends and implements a department budget, monitoring progress throughout the year and taking corrective action.
3. Oversees and directs the compilation of statistics and reporting to funders, the Executive Director and the Board.
4. Develops, recommends and implements department policies and procedures to support the strategic plan.
5. Attends management meetings to present department concerns and work with other managers for the good of the Clinic.
6. Attends board and committee meetings to act as a resource and share information.
7. Responds to complaints or concerns of funders, agencies, clients and staff; communicates information and turns negative situations into positive ones.
8. Leads department meetings, facilitates participation, identifies and resolves issues.
9. Prepares proposals for funders, seeks funding and submits proposals.
10. Responds to client complaints and turns negative situations into positive ones.

SUPERVISION

11. Supervises staff by interviewing and hiring new employees, carrying out performance appraisals, directing the training and development of staff and carrying out disciplinary actions.
12. Coaches and counsels staff to ensure optimal morale, provide motivation, identify issues and mediate conflict.
13. Supervises daily operations to ensure that Clinic and funder policies and procedures are followed and that work is carried out in a safe manner.
14. Establishes a department planning process, which includes developing short and long-term goals for the department and for individual staff.
15. Provides individual and group clinical supervision opportunities for staff.
16. Oversees counsellor participation in community coalitions, organizations, networks and community development issues involved in advocacy on behalf of women victims of violence.
17. Oversees scheduling of staff and volunteers to ensure coverage

COUNSELLING SERVICES

18. Leads the assessment of client needs, establishment of goals, and development and revision of intervention plans and monitors client progress.
19. Reviews and approves clinical records and provides training related to the preparation of client reports.
20. Monitors waiting lists to ensure client services are received within time limits and that clients are referred to internal and external services.
21. Establishes best practice guidelines and procedures and ensures they are followed.
22. Oversees and reviews the disposition and handling of cases to ensure fair distribution of work.
23. Carries a client caseload and engages in systemic advocacy.
24. Advocates on behalf of and represents client interests within the legal and social welfare systems.
25. Provides crisis consultation and clinical back up for Counselling department staff.
26. Identifies and implements intervention techniques in crisis situations

PROGRAM DEVELOPMENT AND IMPLEMENTATION

27. Facilitates the development, implementation and evaluation of programs.
28. Designs, implements, evaluates and facilitates or co-facilitates group programs.
29. Collaborates with community partners on new projects and initiatives and oversees and directs the implementation of projects.
30. Develops and revises program evaluation tools.

AGENCY AND TEAM SUPPORT

31. Works collaboratively with and supports the diversity of women within the context of a diverse agency.
32. Fosters inter-departmental collaboration to ensure smooth operations of the Clinic and a quality level of service.
33. Provides information regarding community resources and collateral contacts and recommends resources to counsellors.
34. Participates in community coalitions, organizations and networks involved in advocacy on behalf of female victims of violence to act as a resource and promote the Clinic.
35. Leads the supervision of students and department volunteers, which includes monitoring training, performance and evaluation.
36. Develops, recommends and implements outreach activities and documents information.
37. Engages in a variety of community development initiatives designed to address systemic advocacy issues.
38. Networks with other resources to exchange information, speak publicly and offer in-service training.
39. Participates in community committees and development activities to provide a Clinic perspective in the field; offers direction and collaboration on service development
40. Acts as a consultant to other community agencies.

ADMINISTRATION

41. Monitors hours of work, use of vacation and other benefits and approves time off.
42. Prepares cheque requisition forms for payroll.
43. Prepares a variety of department reports for the Executive Director and Board of Directors.

OTHER

- Complies with Clinic and funder policies and procedures.
- Performs other tasks as assigned by management.

CORE COMPETENCIES:

- A commitment to working collaboratively with and supporting diverse women within the context of a diverse, feminist agency.
- Engagement in a self-reflective, ethical and collaborative practice that is non-judgmental and empathic and reflects the vision and mission statements of the Clinic.
- The incorporation of principles of diversity and equity in responding to the service needs of women.
- A commitment to working toward removing systemic barriers to women's independence and wellbeing
- Excellent interpersonal and problem-solving skills.
- An ability to work and support others in the context of a diverse environment.
- An ability to work independently and as part of a team in a multi-disciplinary environment
- Be a self-starter, creative and highly motivated.
- Be able to share ideas and differences in the spirit of collaboration and cooperation.
- A commitment to ongoing personal and professional development.
- Excellent communication skills - verbal and written.

SALARY: \$80,588 - \$92,727

All positions include a comprehensive benefits package offered through a group plan as part of our United Way membership.

DURATION: Full-time,

DEADLINE FOR RESUMES: Open until candidate found

START DATE: Immediately

TO APPLY, PLEASE SUBMIT YOUR COVER LETTER AND RESUME:

Email: ONE attachment, as a PDF or Word Doc to a.rhea@schliferclinic.com with the subject title *Director, Counselling*

Fax: (416) 323-9107

Attn: Counselling Director Hiring Committee
c/o Ann Rhea

Mail: Attn: Counselling Director Hiring Committee
c/o Ann Rhea, Barbra Schlifer Clinic,
489 College St. Suite 503, Toronto, ON M6G 1A5

NO PHONE CALLS PLEASE

The Barbra Schlifer Clinic promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations and gender identities.

The Barbra Schlifer Commemorative Clinic welcomes people with disabilities. We will accommodate your needs in our services, in the hiring process, and as staff.

We thank all candidates for their interest. However, we will only contact those applicants selected for an interview.