



Position Title: Team Leader (Counselling Program) **Union Classification:** Mothers Program Coordinator

Hours: 0.2 EFT (8 hours / week)

Salary Scale: \$32.379 - \$37.536

Term: 6 months

Job Purpose: This position is responsible for program leadership and day to day supervision of the staff within the General counselling program.

ALL INTERNAL APPLICANTS MUST APPLY IN WRITING, including those who wish to increase their EFT.

PLEASE REPLY IN WRITING BY 4:30 pm on April 3, 2017 TO:

Team Leader (Counselling Program) Hiring Committee, Women's Health Clinic
419 Graham Ave. Unit A, Wpg MB R3C 0M3 or email: secty@womenshealthclinic.org

PRIMARY RESPONSIBILITIES:

- Contribute to Counselling Program development, implementation and reporting in accordance with the strategic plan.
- Identify, create and implement quality assurance and risk management policies, procedures and practices in collaboration with the Team Director.
- Daily supervision, coaching, mentoring, orientation and training of the counselling staff.
- Participation in the evaluation of counselling staff.
- Team building and conflict resolution including interpersonal conflicts and other matters directly affecting program operations within the counselling team.

TEAM & PROGRAM RESPONSIBILITIES:

- Work with WHC multidisciplinary teams to facilitate a positive and collaborative work environment.
- Assess and coordinate the counselling team workflow.
- Facilitate effective communication and follow up with the Counselling team and across all teams related to program and policy development and changes in procedures and practices.
- Participate on the Operations Committee and ensure communication and consultation to and from the Counselling team.
- In collaboration with the Team Director, determine program goals and objectives in order to fulfil the strategic plan and achieve positive outcome measures.
- In collaboration with the Team Director, prepare reports related to strategic plan progress, funder requirements, accreditation and the annual report.
- In collaboration with the Team Director and staff, lead the development and ensure maintenance of policies, procedures and training materials related to the program.
- Work with WHC partners and community members as necessary to achieve program goals and objectives.
- Problem solve and consult with the Team Director as necessary regarding team issues, client complaints and facilities issues in a timely way.

Women's Health Clinic is a feminist, pro-choice community health centre that provides accessible and equitable health and wellness services and education. WHC is committed to developing an inclusive organization that is reflective of and responsive to the diversity of the communities we serve. This position is subject to a Criminal Record Check and a Child Abuse Registry Check.

We thank all applicants for their interest; however, we will only contact those candidates whom we wish to interview.



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ORGANIZATIONAL RESPONSIBILITIES:

- Stays current on information from WHC by checking e-mail regularly and being aware of important organizational information communicated through the Red Stocking Press.
- Participates in meetings and orientation and training of all new staff.
- Maintains and enhances work-related skills through educational activities.

QUALIFICATIONS

Minimum requirements

- Minimum 3 years providing clinically supervised therapeutic counselling.
- Minimum two years experience in direct supervision of counselling staff.
- Minimum two years experience in the coordination, development of programs.
- Demonstrated leadership, organizational, interpersonal and communication skills
- Demonstrated ability to work independently, take initiative and problem solve
- Demonstrated conflict resolution skills
- Project management experience
- Post-secondary degree/diploma or suitable combination of education and experience
- Experience with Microsoft Office Suite
- Demonstrated understanding of and commitment to principles articulated in WHC vision, mission, values and principles of service and be pro-choice and work from a feminist perspective

ASSETS:

- Experience with ACCURO
- Experience working in a multidisciplinary clinic environment
- Proficiency in both official languages or other language

Seniority will be a factor in the selection of the incumbent.

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