



**HAS AN OPENING FOR THE POSITION OF
DIRECTOR OF SERVICES
(1.00 FTE – 37.5 HRS/WEEK)
LOCATION: Fort Frances, Ontario**

Position Summary:

Under the direction of the CEO, the Director of Services (DOS) provides operating oversight of all programs and services offered by the Canadian Mental Health Association, Fort Frances Branch (CMHAFF). The Director of Services participates as a member of the Management Team and provides direct supervision to program/clinical leads. They are responsible for the identification, development, implementation, and evaluation of CMHAFF services. The DOS will explore best practices in service delivery, facilitate innovation, and lead change management strategies for continuous quality improvement. They will actively engage community partners to build a strong, sustainable mental health and addiction system. They will contribute to the CMHAFF management agenda by providing strong leadership and work in collaboration with members of the Management and Leadership Teams to drive performance, sustain high levels of engagement with employees and persons with lived experience and facilitate effective change management. The DOS will develop and sustain a leadership culture across the Association that aligns with the CMHAFF Strategic Plan, Mission, Vision and Values. In addition to compliance with all Association policies and procedures, applicable legislation and regulation, the Director of Services will demonstrate competence in effective communications, clinical oversight, team building, collaboration and sound decision making.

The Director of Services acts as the CEO in their absence.

Essential Duties:

- Provides administrative, program and clinical leadership.
- Supervises Program Leads and other designed staff in accordance with agency policy, prescribed legislation and regulation.
- Participates as a member of the Management and Leadership teams in decision making and policy development for the entire Branch.
- Ensures, maintains and promotes strict adherence to privacy guidelines and legislated requirements. Acts as the Privacy Officer designate.
- Works in a manner that preserves, maintains and respects privacy and confidentiality of client and staff information.
- Responsible for knowing and meeting all health and safety requirements to ensure a healthy and safe workplace.
- Completes required documentation in a timely manner and in accordance with prescribed standards.

Qualifications:

- A Masters level regulated health care profession preferred; must have registration and be able to supervise the controlled act of psychotherapy.
- Minimum of seven years of progressive management experience in the health or social services field related to the provision of services to individuals with a serious mental illness, preferably in a community setting.
- Demonstrated ability to lead and engage in strategic change.
- Experience in cultivating diverse networks and leading community outreach initiatives, leveraging diversity of people and creating innovative solution.
- Must possess strong communication, organizational and time management skills.
- Advanced computer skills.
- Ability to work well with consumers, family members, professionals and agencies of varying ideologies.
- Self-motivation to work independently and interpersonal skills to work well as a team member.
- A valid Ontario Driver's License, with regular access to a vehicle is mandatory
- A valid First Aid/CPR Certificate is mandatory

- Current Vulnerable Sector Criminal Record Check

Qualified applicants are asked to submit a resume and cover letter outlining their experience to:

Selection Committee
Canadian Mental Health Association, Fort Frances Branch
P.O. Box 446
Fort Frances, Ontario P9A 3M8
Fax: (807) 274-2473 Email: shahkala@cmhaff.ca

**Applicants will be considered until position is filled.
We would like to thank everyone for their application, but only those selected for an interview will be contacted.**

CMHAFB offers a comprehensive benefits package including membership in the Healthcare of Ontario Pension Plan (HOOPP), starting vacation entitlement of four (4) weeks per year, competitive health, dental, Life, LTD, compressed work week and excellent work-life culture.

CMHAFB welcomes applications from individuals with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.