

CITY OF HAMILTON

PUBLIC HEALTH SERVICES

(FAMILY HEALTH DIVISION – CHILD & ADOLESCENT SERVICES - LOCATION – 100 MAIN STREET EAST, SUITE 200)

MANAGER, CHILD AND ADOLESCENT SERVICES

SUMMARY OF DUTIES

Reporting to the Director, Family Health, provides leadership to a multi-disciplinary workforce engaged in the administration, planning, implementation and evaluation of Child and Adolescent Services Programs, including recruitment and supervision of staff. Leads a team of staff who provide family therapy, individual counselling, play therapy, psychotherapy, psychological testing, and consultation to community agencies/facilities in support of the Department's mission, values, strategic goals and mandated services.

GENERAL DUTIES

Administer, plan, implement and evaluate Child & Adolescent Services Programs.

Provide clinical supervision to Child & Adolescent Services staff.

Develop and maintain business plans to provide strategic and tactical direction for program delivery.

Identify the information requirements to monitor program indicators and collaborate in the development and maintenance of management information systems.

Develop and maintain quality assurance standards and policies and procedures for the effective delivery of programs in conjunction with other Department/Division managers.

Serve on and liaise with other community agency and interagency committees in order to co-ordinate planning efforts to meet the needs of the community. Provide leadership in the development of new and evolving services.

Monitor and interpret local data relevant to program responsibilities to assist with priority setting, program implementation and evaluation.

Develop, monitor and implement an annual operational plan and prepare reports as required.

Participate in the budgetary process by projecting and maintaining costs associated within program responsibility.

Responsible for the hiring, orientation and supervision of staff, and ensure that all staff activities are carried out in accordance with legislation and Corporation/Division/Department policy.

Plan and manage program resource requirements to ensure adequate availability of trained staff, appropriate equipment and necessary materials to support program delivery objectives.

Promote teamwork and workforce integration within the department and externally through cooperative program planning, delegation of responsibilities and accountabilities, and regular monitoring and feedback.

Conduct regular staff meetings to ensure effective and efficient program operations and ongoing dialogue about Corporate/Departmental/Divisional issues.

Participate as member of the Divisional Management team to facilitate co-ordination of inter-Divisional programs and provide backup as required to other Divisional managers.

Demonstrate interest in ongoing professional growth and education, and carry out self-evaluation of performance on an ongoing basis.

Participate in research and promote the utilization of appropriate research.

Facilitate and contribute to the education of students.

Participate in the Family Health Division Management team and assist the Director in a supporting or acting capacity as may be requested.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Baccalaureate degree in Social Work, or related field, from a recognized university with an emphasis on behavioural psychology, social work or a related discipline.
2. Master's Degree in social work, behavioural sciences, social sciences or a related field preferred.
3. Registered/certified with the appropriate professional college.
4. Demonstrated knowledge and skills in children's mental health with several years of progressive experience, including clinical supervision, program planning, implementation and evaluation, therapeutic clinical models, and theoretical models.
5. Demonstrated ability to provide effective leadership to a multi-disciplinary workforce supported by a thorough understanding of best management practices and issues affecting staff in program delivery.
6. Eligible for academic appointment with McMaster University or the University of Guelph.
7. Excellent written and verbal communication skills, facilitation skills, and presentation skills. Highly developed interpersonal skills with ability to interact effectively at all organizational levels.
8. Computer proficiency in Word, Excel, Internet, Power Point and Database applications.
9. Demonstrated leadership, decision making and organizational skills.
10. Demonstrated supervisory and administrative skills.
11. Sound knowledge of children's mental health programs, Public Health Services programs, relevant legislation, contractual obligations and applicable policies and procedures.

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure