# Ann Davis Transition Society

**Job Title:** Counselling Supervisor

**Job Site:** Ann Davis Transition Society Administration Office and Working Remotely

**Reports to:** Executive Director

**Hours:** 3 days (21 hours) per week

**Salary Range:** Competitive with benefits after 3 months

**Job Posting Closing Date**: Open until filled

**To Apply:** Email cover letter and resume/cv with 2 references: Counselling Supervisor in the subject line to [HR@anndavis.org](mailto:HR@anndavis.org).

**Summary:**

(During COVID-19 restrictions, counselling appointments may take place remotely, via phone or Jane App). The Counselling Supervisor provides ongoing clinical oversight and supervision, being available for staff consultation & crisis intervention, referrals, training or other tasks. The Counselling Supervisor organizes and leads clinical team meetings; reviews counseling/clinical interventions, mandated record keeping; treatment episodes & progress, and therapeutic treatment plans. This position must also monitor team performance on achievement of approved outcome standards while providing the full range of licensed clinical/consultative outpatient services that are client centered and strength based to individuals, families, couples or groups of all ages regarding psychological, behavioral or emotional problems through the development and implementation of clinical assessment and clinical treatment plans. This position will be a contributing member of the ADTS Leadership team.

**Key Duties and Responsibilities:**

To perform the job successfully the Counselling Supervisor must be able to consistently perform each essential duty satisfactorily. Other related duties may be assigned.

* Provide ongoing clinical oversight and supervision, and be available for staff consultation & crisis intervention, referrals, training or other; organize and lead clinical team meetings; review counseling/clinical interventions, mandated record keeping; treatment episodes & progress, and therapeutic treatment plans; monitor team performance on achievement of approved outcome standards and related other;
* Supervise daily operations, output and staff; monitor scheduling, workflow, quality, productivity and attendance; conduct all Personnel actions such as interviewing, training, performance appraisal, coaching/counseling and related; serve as the communications link for your staff within ADTS, administer policies & procedures; resolve obstacles & challenges;
* Provide the full range of licensed clinical/consultative outpatient services that are client centered and strength based to individuals, families, couples or groups of all ages regarding psychological, behavioral or emotional problems through the development and implementation of clinical assessment and clinical treatment plans. Have a small client load of 5-7
* Develop evidence based treatment plans based on assessment/diagnosis, measurable client goals, and client strengths and update them regularly within standards of practice utilizing clinical judgment to assess efficacy of treatment;
* Ensure documentation standards are maintained by staff and self for all records required by agency licensees and payor sources;
* Ensure coordination of services with relevant providers involved in a given case within and outside of ADTS and support continued collaboration with other providers;
* Participate in professional activities such as community education sessions, psycho-educational presentations, clinical conferences, and meetings with representatives of community groups for planning, developing, and delivery of health services;
* Follow Society personnel policies;
* Records kept in a professional manner up to policy/CARF standards;
* Maintain strict confidentiality of client information;
* Acquire knowledge of community resources and referral process; become thoroughly familiar with Ann Davis programs to make referrals;
* Oversight, facilitation and/or co-facilitation of various psychoeducational groups;
* Facilitates open communication within the case management team;
* Contributes to regular reporting procedures, including ongoing case notes, incident reports, monthly progress summaries and exit reports.

**Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform each essential duty satisfactorily.

* Master's degree MA, MS, MFT or MSW with license required;
* 2 years’ experience with domestic violence and abuse issues;
* A combination of education and experience providing the required skills and knowledge related to the delivery of services and advocacy for women and children victims of family violence;
* Thorough knowledge of abuse issues and impact;
* Ability to provide for strength based, client centered service delivery with a culturally diverse client base;
* Understanding of substance misuse and Mental Health diagnoses;
* Knowledge of feminist theory and practice;
* Demonstrated ability working constructively and cooperatively in a team setting;
* Excellent communication and interpersonal skills;
* Knowledge and experience with case recording practices.

**Competencies:**

* Excellent interpersonal and communications skills;
* Staff act as role models, businesslike dress code, good boundaries and other professional and ethical behaviors are expected;
* Strong organizational and time management skills;
* Able to work with little supervision while contributing as a team member;
* Well-developed written and verbal communication skills;
* Ethical standards as laid out by governing body (RCC etc.), adhere to ADTS policies Practice professional boundaries;
* Ability and willingness to work cooperatively with management;
* Utilize de-briefing opportunities with ADTS staff and management;
* Attention to own personal needs, stress management, emotional health;
* Demonstrate a sensitivity and understanding of the client population’s socio-economic characteristics;
* Have the ability to work with any client that is referred;
* Ensure that personal values and beliefs are not insinuated, promoted, or imposed on the clients;
* Have a positive conviction about the capacity of people to grow and change;
* Have the ability to work in partnership with other team members, including referring authorities;
* Proficient in the use of Microsoft Office and Outlook, Data bases, Jane App.

**Working Conditions:**

* Regular hours are from 9-5, 3 days a week to be negotiated. May need to occasionally be available for flexible scheduling weekdays, weekends and possibly some holidays if required;
* Worksite:
  + Ann Davis Transition Society Administration Office or remote location during COVID-19 pandemic

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. **Only applicants that have been shortlisted will be contacted.** 

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The Counselling Supervisor will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*