Counselling Supervisor – Job Description

**Title: Counselling Supervisor**

**Reports To:** Executive Director

**Hours:** Permanent position, 21- 35 hours per week (negotiable)

**To Apply:** Email cover letter/CV and resume with 2 references: to [hr@anndavis.org](mailto:hr@anndavis.org)

**Summary**

The Counselling Supervisor is responsible for leading and managing the counselling team by providing direction, feedback and setting measurable goals as well as reporting results. As a member of the counselling team, the Counselling Supervisor is also responsible for providing counselling services and maintaining a small client load. This position is dependent on funding and the budgetary limitations of Ann Davis Transition Society.

**Job Duties and Responsibilities**

* Manage all aspects of counselling team and provide direction to team members as required.
* Assist counselling team in maintaining client waitlists and records according to policy.
* Maintain accurate team guidelines and policies
* Lead counselling team meetings and report outcomes to Executive Director.
* Represent counselling team in leadership and staff meetings.
* Work with HR to administer performance reviews and disciplinary/ coaching actions to members of the counselling team.
* Gather and prepare counselling timesheets for bi-weekly payroll processing by HR.
* Review and approve counselling team requests for leave and sick days.
* Assist Executive Director with hiring counselling team members.
* Provide training and orientation for new counselling team members.
* Identify training opportunities and work with HR to ensure counsellors have all required training completed up to date.
* Interview and select student interns for internship placements.
* Provide training and orientation for new counselling interns.
* Provide clinical supervision on ethical and safety concerns for counselling team members.
* Communicate with Executive Director regarding safety and ethical concerns.
* Oversee coordination of delivery of all group counselling programs.
* Oversee development of new/current group counselling programs.
* Assess and identify specific behaviors and emotional issues to be addressed.
* Develop and implement therapeutic programs necessary to meet goals which includes approaches (i.e. EMDR, OEI, other mainstream modalities);
* Provides clients with opportunities to access community services and resources as required.
* Provides direct intervention with clients when required.
* Counsel from a feminist perspective addressing such issues as societal structures and values.
* Have values that align with ADTS mission and vision, follow Society personnel policies.
* Keep records 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.
* Attend and participate in staff meetings, leadership meetings, case conferencing, and clinical supervision.
* Oversee evaluation process of counselling and counselling programs.
* It is expected that staff will, at least once a year, voluntarily help with a Society fundraising activity.
* Facilitation and/or co-facilitation of various psychoeducational groups.
* Contributes to regular reporting procedures, including ongoing case notes, incident reports, monthly progress summaries and exit reports.

**Qualifications**

* Registered Clinical Counsellor or Master of Social Work RSW (required).
* 2 years’ experience with domestic violence and abuse issues.
* Minimum 3 years’ experience managing teams of 5 or more.
* Strong knowledge of counselling safety and ethical concerns
* Thorough knowledge of abuse issues and impact.
* Understanding of substance misuse and Mental Health diagnoses.
* Knowledge of feminist theory and practice.
* Demonstrated ability working constructively and cooperatively in a team setting.

**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 collaboratively as part of the leadership team.
* 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.
* Have the ability to work with values and behaviors that are very different from those of the employee.
* 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, experience with databases, Jane App.

**Working Conditions:**

* Regular hours are from 9-5, 5 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

**Job Types:** Permanent

**Salary:** $35.00-$38.00 per hour

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.*