



Clinical Manager, Counselling Services Posting, Competition #22-07

For 100 years, Catholic Family Services of Toronto (CFST) has been helping individuals and families in the Toronto area from all religious, cultural and ethnic backgrounds deal with a variety of life transitions and challenges, and move towards a more positive future. CFST delivers high quality professional services and is committed to hiring staff and volunteers from diverse backgrounds without discrimination because of race, ancestry, colour, gender, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

Opportunity

CFST is currently seeking a Clinical Manager, Counselling Services. The incumbent will assist in the development, delivery and evaluation of counselling programs and services offered at the Agency. The Clinical Manager, Counselling Services will be responsible for the day-to-day management of the delivery of counselling programs and services, will represent the agency at community events and initiatives, and participate in outreach services and education.

This is a hybrid position – a percentage of the work schedule is eligible to be completed remotely, at a home office.

The primary duties required for this position include, but are not limited to:

- Participate on the Management Team and assist with the preparation of annual reports, accreditation, agency needs assessment, strategic plan and management service plan
- Collaborate with the Management Team to develop and implement programs that are aligned with the vision and mission of the agency
- Contribute to the formulation and development of the annual Management Service plan to ensure that quality services are provided, within budgetary requirements and/or restraints
- Provide supervision to clinical and program staff; coordinate case-related activities such as case assignment; assist workers in formulating, assessment and treatment plans
- Provide planning and oversight of the marriage preparation and family life programs
- Responsible for recruitment, program orientation, professional development, performance management and evaluation of counselling staff
- Carry out administrative functions related to Management: submit required reports/records; co-ordinate and authorize staff related activities such as work schedules, ensure adequate coverage for compensatory time, overtime, vacations etc., monitor statistical data on team activities
- Represent CFST in the community by participating and collaborating with community partners on various projects and initiatives as requested

Qualifications and Skills

- Master's Degree in Social Work, Psychology, Counselling or related discipline
- Minimum 7+ years of Clinical Experience is required
- Registration in the Ontario College of Social Workers and Social Service Workers, College of Registered Psychotherapists of Ontario, or equivalent
- Strong planning, decision-making, leadership and organizational skills
- Program development and evaluation experience is an asset
- Knowledge of general management principles, including human resource and financial management is an asset
- Demonstrated ability to identify and service the needs of diverse communities
- Ability to establish and maintain productive working relationships with other community-based organizations
- Excellent written and verbal communications skills
- A working understanding of the Catholic tradition and values, and an ability to work within a Catholic agency
- Second language is an asset
- A satisfactory Vulnerable Sector Criminal Records check

Annual Salary Range: \$71,404 to \$95,554

Candidates are invited to indicate their interest in this position by sending a resume and cover letter to **blautan@cfstoronto.com** by **December 09, 2022** or longer until the position is filled.

We thank all applicants for their interest in Catholic Family Services of Toronto. However, only candidates selected for an interview will be contacted.