

Director of Mental Health & Addictions

TITLE: DIRECTOR OF MENTAL HEALTH AND ADDICTIONS

DEPARTMENT: MENTAL HEALTH AND ADDICTIONS

REPORTING TO: EXECUTIVE DIRECTOR

HOURS: FULL-TIME, SALARY, ONE YEAR TERM WITH POSSIBILITY OF EXTENTION

SCHEDULE: GENERALLY MONDAY – FRIDAY, 9:00 AM – 5:00 PM, EVENINGS AND WEEKENDS WILL BE REQUIRED, HOURS MAY VARY

SALARY: TBD ON QUALIFICATIONS AND EXPERIENCE

About RaY

Mission: To provide youth with what they need, on their terms, to better their lives.

Vision: RaY's vision is that all youth have the opportunity to live a healthy and secure life; that they are given the chance to develop a belief in themselves through tools, information and programs that build personal capacity in order to be self-sufficient and no longer need RaY's services. RaY is a non-mandated, integrated youth hub that provides youth with complex needs the resources to navigate multiple systemic barriers when facing homelessness.

About the Role

The Director of Mental Health & Addictions will provide leadership to the Mental Health & Addictions Department and expertise to all programs and services at RaY. As part of the senior leadership team you will be involved in administrative duties that involve strategic planning, program development, implementation and management. In addition to the oversight of the Mental Health & Addictions department, the Director will work with all staff, youth and agency partners while utilizing RaY's Youth Hub Model. The Director of Mental Health & Addictions will maintain good working relationships with community stakeholders, funders and partners while providing a hub of resources to youth participants.

RaY is a fast-paced environment which depends on reliable, open-minded, flexible and team-oriented individuals *to provide youth with what they need, on their terms, to better their lives.*

Education and Experience:

- Minimum Master's Degree in Psychology; equivalent education such as Social Sciences or Mental/Public Health degrees
- Min. 5 years experience working in the community mental health sector, with at least 3 years of specialization with youth and young adult populations
- Knowledge of systematic issues such as homelessness, poverty, unemployment, trauma, intergenerational trauma.
- Demonstrated Human Resource experience
- Experience using online or virtual platforms to access mental health resources
- Experience working within the not-for-profit sector
- Preferred certification: Level C-CPR, NVC, ASIST, Stages of Change/Motivational Interviewing
- Valid driver's license, Criminal Record Check, Child Abuse Check and Driver's Abstract

SKILLS AND ABILITIES

Required Assets:

- Superior knowledge and commitment to harm reduction principles
- Strong Human Resource skills including: professional development, team building, recruitment and progressive discipline
- Committed to research and introducing diverse alternative modalities and approaches to mental health and addictions
- Experience working with Indigenous models of mental health care and healing
- Knowledge of restorative justice principles, practices, and mediation
- Experience working with vulnerable youth or other at-risk populations
- Cultural competency skills, knowledge, experience, and awareness

Desired Assets:

- Education and experience based in clinical psychology or possess a clinical designation
- Proficiency in MS Office, Google Products and general comfort with technology
- Ability to research, develop and deliver advanced therapeutic programming considered an asset

KEY RESPONSIBILITIES

The responsibilities of the Director of Mental Health and Addictions include, but are not limited to the following:

Program Implementation and Management

- Ensure the successful delivery of the Mental Health & Addictions Program including RaY Wired
- Support all programs at RaY in the development and delivery of evidence-based recovery models in a manner that is responsive to participation barriers experienced by the population at RaY.
- Lead the Mental Health team in the development of integrated case plans for youth with complex needs
- Collaborate with a Nurse Practitioner and facilitate monthly Case conferences.
- Provide leadership in the area of mental health to all RaY programs at Critical Case Management Meetings, and Circle of Respect restorative justice meetings that involve youth.
- Lead critical incident debriefing for staff when needed.
- Monitor day-to-day operations in cooperation with the Case Workers and their related tasks/functions.
- Be available to mitigate incidents that may arise with staff during off hours.
- Compile regular/monthly program reports for the Executive Director and Board of Directors.

Program Planning and Development

- Create and maintain partnership opportunities including promotion and negotiation of services
- Design and plan the delivery of programs for specific target populations
- Work collaboratively with the Leadership team to continually measure the effectiveness of programs and develop new program initiatives to support the strategic direction of the organization
- In cooperation with the Mental Health & Addictions staff team members, monitor, measure and evaluate program and service activities on a regular basis. (daily, weekly monthly as established)

Human Resource Management

- Direct supervise and coordinate the daily work of the program staff
- Recruit and provide orientation for all of mental health department staff
- Ensure staff carry out program activities safely.

- In consultation with the human resource manager, conduct annual and probationary performance reviews.
- Create an environment that fosters team work, natural intersection with other departments, honesty, anti-oppression of all who enter RaY, and above all ensure your team's personal safety.

Communication and Co-ordination

- Assess, evaluate, recognize tendencies of a burn out within the staff group and implement strategies effective to recover and prevent
- Facilitate debriefs and/or seek for external support around critical incidents including death of participants.
- Attend morning staff meetings and contribute to the planning for the day.
- Ensure regular communication with the leadership team regarding agency trends, participants' statistics, human resource issues, critical incidents and other agency issues.

Financial Management

- In cooperation with the Executive Director and Finance team to develop an annual program budget for the program & ensure that the program operates within approved budgets.
- Accountable for the petty cash used for programming and accurate reporting of all expenditures to the Financial Controller
- Ensure all department funding reporting requirements are met in a timely and professional manner.

Youth Care

- Maintain a keen awareness of internal and external resources and establish new connections to resources where gaps exist.
- Committed to a close collaboration with the cultural department and seeking for ways to de-colonize existing practices and approaches to mental health and addictions.
- Advocate on behalf of participants on a case by case basis with various "Systems" i.e. Child and Family Services, Employment and Income Assistance, Legal Aid, Health, Addictions, Justice etc.

Physical Demands and Work Environment:

Work conditions and physical requirements of this position include but are not limited to the following:

- Physical demands: sitting, walking, some lifting up to 20 lbs
- Work environment: an environment of high-stress and fast-paced crisis intervention. Will be largely in the office.
- Some evening and weekend work

RaY is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply and self-identify.

Please email your resume and cover letter detailing the position title in the subject line and email your attachments to employment@rayinc.ca with attention to Employment at RaY no later than February 10th, 2023. No phone calls please.

For a comprehensive job description please contact employment@rayinc.ca