

Job Description

Mental

Health Director

**PURPOSE OF THE POSITION**

Under the general direction of the Mental Health Committee and reporting directly to the Director of Operations the Mental Health Director is responsible for carrying out the duties as outlined herein.

**SCOPE**

The **Mental Health Director** will support the organization in the operational delivery of our mental health services which includes services contributing to interdisciplinary team care and service delivery. The position will work closely with other departmental directors and other team Managers, the Director will oversee the day-to-day operations of mental health services. The Manager will work as part of the leadership team to develop and implement program operations, support clinical team members, and work with team members to navigate program-related clinical issues.

**RESPONSIBILITIES**

**DUTIES**

1. Adhere to the Personnel Policy Manual as set out by the One Arrow First Nation Chief and Council.
2. Always maintain strict confidentiality.
3. Must understand, support, and participate in the community enhancement initiatives in working towards the vision of One Arrow First Nation which improves the quality of life for membership.
4. Plan a monthly calendar and provide a copy to direct supervisor and staff and upon request.
5. Ensure the provision of health program information to community membership.
6. Perform an advisory role to the Mental Health Committee and Chief and Council regarding mental health issues.
7. Review and update the Community Health Directional plans with the assistance of the Mental Health Committee including community assessments/consultations, policy development, program development, database development and systems for service delivery.
8. Provide a leadership role in the coordination, implementation and evaluation of the community health plan as identified by the community and approved by the Health Committee.
9. Establish and maintain linkages with outside agencies to build and enhance health programming.
10. Coordinate staff and team meetings to ensure effective integration of programs and services.
11. Liaise with other management staff of the One Arrow First Nation for the Health Program staff.
12. Supervise and provide annual performance evaluations for all mental health program staff.
13. Ensure appropriate clinical supervision is always available noting there is a liaison that must occur between the Mental Health Director and the clinical supervisor.
14. Ensure staff maintain and upgrade their professional competence by attending refresher and training courses.
15. Assist with staff recruitment, screening, and interview processes with the Health Committee.
16. Ensure orientation for all new Health Centre staff and leadership as appropriate.
17. Assist the Mental Health Committee in the planning and development of the Mental Health Program budget.
18. Implement the budget for managing the Mental Health Program funding available to One Arrow First Nation.
19. Ensure that all documentation and reporting for the health program is complete and up to date.
20. Prepare or have available monthly reports of program and financial activities for the Health Committee and Chief and Council.
21. Work with the Receptionist/Clerk and the Accounting Clerk to ensure efficient administrative processes are completed.
22. Work with Finance to manage the Mental Health finances as defined in the finance policy; ensure budget review meetings as appropriate; assist in financial negotiations with funding agencies.
23. Seek additional funding through grants and fundraising activities to enhance the mental health programs.
24. Oversee the preparation of written proposals to various funding agencies for mental health programs.
25. Ensure the completion of capital projects or minor repairs at the Mental Health Centre.
26. Perform other related duties and responsibilities as assigned within the scope of duties.

## QUALIFICATIONS

1. Regulated professional with management/supervisory experience, preferably in community care; or post-secondary education in mental health, business, social sciences, or related disciplines, complemented by significant management/supervisory experience in a mental healthcare setting.
2. Experience in program development, implementation, monitoring, and evaluation.
3. Experience in developing, implementing, managing, and evaluating budgets.
4. Regulated mental healthcare professional (e.g., MSW, Psychotherapist) with 5+ years of clinical experience or equivalent preferred.
5. 3+ years of experience in a management or supervisory role leading clinical teams in a healthcare setting.
6. Primary care or community health experience considered an asset.
7. Must possess a valid Saskatchewan driver’s license and have a dependable vehicle and meet the community insurance requirements.
8. A satisfactory and current Criminal Background and Vulnerable Sector Screening and proof of immunization required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge**

The incumbent must have proficient knowledge in the following areas:

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| Knowledge of Accreditation Standards | An understanding of relevant  legislation, policies, and procedures |
| Health/ICFS/Maternal Health/Nursing/Mental Health planning theories and practices | Tribal Council structure and operations |
| Health related legislation and by-laws | Knowledge and experience working with computer software applications and experience with data input systems. |
| Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction | Familiarity and knowledge of corporate and medical by-laws, directives, and relevant healthcare legislation |
| Demonstrated understanding of the goals and structure of the organization, the policies and procedures and the programs | Knowledge and proficiency in current, evidenced-based methods and practices of mental health care delivery, with an emphasis on health promotion and risk reduction |
| Experience in implementing evidence-based treatments an asset | Experience and understanding of cognitive-behavioral therapy as asset |
| Experienced working with at-risk/vulnerable population |  |

**Skills**

The incumbent must demonstrate the following skills:

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| Analytical and problem-solving skills effective verbal and listening communications skills | Computer skills including the ability to use excel spreadsheet and word-processing programs at a highly proficient level |
| Team building | Decision making skills |
| Stress management skills | Time management skills |
| Excellent interpersonal, analytical and decision-making skills | Strong organizational and administrative skills. |
| Clinical program development and performance monitoring experience an asset | Strong verbal and written communication skills |
| Ability to work collaboratively within a multidisciplinary team | Demonstrate excellent critical thinking, decision making and problem-solving skills |
| Competent skill sets in advocating on behalf of clients, interdisciplinary team collaboration, group facilitation support, consultation with professional colleagues and caregivers/families |  |

**Personal Attributes**

The incumbent must demonstrate the following personal attributes:

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| Be able to maintain confidentiality in the workplace and within the community. | be respectful |
| possess cultural awareness and sensitivity | be flexible |
| demonstrate sound work ethics | Ability to work as a team player at the management level and inspire a team orientation with the mental health staff. |
| Ability to speak Cree, an effective understanding of Cree culture and spirituality, and experience working with First Nations communities is preferred. | Ability to be a role model demonstrating a high level of job performance and the ability to be respectful to all people and agencies. |
| Demonstrated ability to work in a community-based organization. | Ability to prioritize and work collaboratively within a multidisciplinary team |
| Self-directed and highly motivated |  |

The Mental Health Director would normally attain the required knowledge, skills, and attitudes through completion of an office procedures course combined with related experience.

Equivalencies will be considered.

**WORKING CONDITIONS**

**Physical Demands**

The Mental Health Director will have to spend long hours sitting and using office

equipment and computers, which can cause muscle strain. The Mental Health Director may

also, must do some light lifting of supplies and materials from time to time.

**Environmental Conditions**

The Mental Health Director may have to manage a number of projects at one time, and may

be interrupted frequently to meet the needs and requests of residents, clients, and contractors. The

Mental Health Director may find the environment to be busy, noisy and will need excellent

organizational and time and stress management skills to complete the required tasks.

**Sensory Demands**

Sensory demands include use of the computer, which may cause eyestrain and occasional

headaches. The Band Administrative/Health office may be noisy and busy making it difficult for Mental Health Director to concentrate.

**Mental Demands**

Significant stress is caused by the need to reject applications for health-related items. Stress may be caused by the need to complete tasks within tight deadlines.

**CERTIFICATION**

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| Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I certify that I have read and understand the responsibilities assigned to this position. | Supervisor’s Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I certify that this job description is an accurate description of the responsibilities assigned to  the position. |
| Chief \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure. | |

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.