



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Manager, Counselling, Case Management & Support Services ***Competition #2018-168-CC***

Employment Type:	Contract (1-year), Non-Bargaining Unit
Work Hours:	35 hours/week
Application Deadline:	Open until filled. Resumes will be reviewed upon receipt.

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81st year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Position Overview – Mental Health, Addictions & Developmental Services, Community Care

The Manager is responsible for leading and managing the delivery of a number of programs under the Mental Health, Addictions and Developmental Services portfolio. Oversight would include Counselling and Support Services, Walk-in Counselling, Social Work and the Oakridge initiative. Operations include development and coordination with external partner agencies, ongoing quality improvement, human resource development, and the overall performance of programs. The Manager is also responsible for program area budgeting, compliance with organizational policies, and appropriate representation to the community, clients, funders and other community service providers.

What You Will Do

- Carries out the management responsibilities for operating the program areas in the portfolio, including planning and evaluation to ensure the strategic unit directions and objectives are achieved.
- Develops and maintains strong working relationships with community partner agencies.
- Works with managers to support the learning and ongoing education of program teams.
- Plans and implements ongoing awareness and promotional activities for programs.
- Assists the Director in the preparation and monitoring of program financial information and program area budgets.
- Ensures the recruitment and onboarding of qualified staff for program areas.
- Provides direct supervision of Oakridge initiative, Social Work, and Counselling and Support Services program staff.
- In collaboration with the Director, ensures the planning and implementation of a staff development program for the program areas.
- Ensures the effective utilization of volunteers and students throughout the program areas and ensures a program of support and training for them.

- In consultation with the Director, responds to community needs and ensures existing and new program development ideas will meet these needs.
- Maintains and develops contacts with other Mental Health/Addictions groups and community agencies, and attends external meetings as required by the Director.
- Ensures the anti-racism objectives and community development principles of the organization are achieved within the program.

What You Bring to the Team

- MSW or Master's degree in a related area and/or Bachelor's degree and equivalent experience.
- Registration in good standing with the College of Social Workers and Social Service Workers.
- Five (5) to seven (7) years of management experience preferably in the Community sector and working in a unionized environment.

What Will Set You Apart

- Good understanding of community sector, housing, homelessness, mental health and substance use issues.
- Solid knowledge of the Mental Health Act, Mental Health Recovery and Harm Reduction Principles, mental health and addiction treatment systems.
- Experience in providing clinical supervision to social workers and/or other mental health professionals and trainees.
- Demonstrated experience building strong relationships with external and internal partners.
- Knowledge and demonstrated skills in program development, financial management and leadership.
- Strong conflict resolution, negotiation, and crisis prevention/intervention skills.
- Strong organizational and team building skills.
- Outstanding communication and interpersonal skills.
- Proven ability to work within a multi-disciplinary environment.
- Ability to exercise excellent judgment, flexibility, creativity, and sensitivity to changing situations and needs.
- Able to work independently with minimal supervision.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1 year+), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

WoodGreen employees ONLY to:	hrjobs@woodgreen.org
External applicants to:	jchao@woodgreen.org, Attn: Julia Chao

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.