



**Canadian Mental
Health Association**
Vancouver-Fraser
Mental health for all

**Association canadienne
pour la santé mentale**
Vancouver-Fraser
La santé mentale pour tous

CMHA, VANCOUVER-FRASER BRANCH Position Description

JOB TITLE	ASSOCIATE PROGRAMS DIRECTOR, CLINICAL
UNION	EXEMPT
REPORTS TO	CEO
OPEN POSITIONS	2
DIRECT REPORTS	PROGRAM MANAGERS AND PROGRAM TEAM LEADS
APPLY TO	HR.VF@CMHA.BC.CA

MISSION STATEMENT

We are transforming mental health and wellness practice for individuals, communities, and organizations, through programs and services that are rooted in innovation, inclusion and collaboration.

We envision a Canada where mental health is a universal human right.

POSITION SUMMARY

The Associate Programs Director is a senior position who leads the recovery programs at CMHA, Vancouver-Fraser (CMHAVF). The position requires clinical experience, as well as, proficiency in people and program management to deliver our programs which are based on the Psychosocial Rehabilitation (PSR) principles for people recovering from mental illness and/or substance use. The programs are delivered in multiple locations including CMHAVF owned/operated facilities as well as facilities operated by our partners (Vancouver Coastal Health, Fraser Health, community partners).

The Associate Programs Director is the champion of the PSR principles through the implementation of the Recovery Centred Clinical Systems, a model of recovery the branch has chosen to use in all of our programs, as well as, within the organizational culture. The Associate Programs Director is also responsible for continuous quality improvement with the PSR lens to enhance all programs and services offered by the branch and for ensuring compliance with the applicable CARF accreditation standards.

As a member of the Leadership Team, the Associate Programs Director participates in program planning in alignment with organizational goals. They are responsible for facilitating and monitoring a coherent approach to the existing programs while working with the CEO to strategically develop continuous improvement and growth of the programs to reach and help more people.

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DUTIES AND RESPONSIBILITIES

Clinical Support and Supervision

- Provides clinical support and supervision to Program Managers and Team Leads to help ensure quality care and safety of participants/clients in the delivery of the branch's programs and services.

Strategic Leadership

- Work closely with the CEO and the Leadership Team to implement shared organizational goals provides leadership and direction in the planning, development, implementation and evaluation.
- Build and strengthen the organization's capacity to respond to community needs and promote evidence-based recovery-oriented PSR programming and practice.
- Identify, explore and where approved, implement programming for growth opportunities for existing programs and new evidence-based and/or promising-practice offerings within the agency's scope of programming and services.
- Actively participate, along with the Leadership Team, to build culture at the agency by engendering positive energy, creativity and teamwork among employees and provide a psychologically healthy and safe workplace.

Program and Education Planning, Delivery and Management

- Work closely with the Director, Mental Health Promotion on the planning, implementation and evaluation of the agency's programs and services from a clinical lens and ensure they contribute to the Branch's mission and strategic plan and are consistent with the Branch's values.
- Ensure continuous quality improvement, and where applicable, conformance with CARF accreditation standards and adherence to maintenance and safety standards.
- Represent the branch at provincial or national recovery-oriented PSR education and training initiatives, making recommendations to the CEO regarding involvement, leading and managing the branch's participation in knowledge sharing and collaborative initiatives.

Financial Planning, and Management, Revenue and Capacity Development

- Work closely with the Manager of Finance and Operations to develop and gain approval for an annual department budget, monitor revenues and expenditures, analyze and recommend changes as necessary.
- Exercise signing authority within prescribed organizational limits and take action to resolve issues as necessary.
- Work closely with the Philanthropy department to identify and pursue/secure funding/revenue generation opportunities.

Community Relations/Development

- Build and foster a network of collaborative partners to enhance agency programs and services, as well as, expand the reach and support to the community.
- Review and monitor existing recovery-oriented mental health programs and housing, identifying gaps and opportunities through a variety of networks throughout the Branch's region.
- Work closely with the Leadership Team to build good working relationships and collaborative arrangements with community groups, funders, politicians and other organizations to help achieve the goals of the agency.

Human Resources Planning and Management

- Model leadership and provide coaching to support the development of team members,
- Working closely with the People & Culture Manager, determine staffing requirements for the department and implement human resource policies, procedures and practices within branch guidelines.

- Recruit, interview, select and manage (including performance reviews and when necessary progressive discipline up to and including dismissal) well-qualified, supervisory department staff.
- Working closely with the People & Culture Manager to create and support professional development and learning plans for program employees.

General

- Attends Leadership Team meetings.
- Attends staff and Committee meetings (i.e. EDI, OH&S and Wellness) and others as required.
- Submits regular activity reports, timesheets, expense forms, etc. as required.
- Reinforces and models work-related behaviour and interpersonal skills.
- Complete Non-Violent Crisis Intervention Training, Suicide Awareness Training, Mental Health First Aid or other training as deemed appropriate by the employer.
- Represents the agency in a professional manner.
- Other related duties as appropriate and required.

QUALIFICATIONS, SKILLS AND ABILITIES

- A masters degree in a health or social services field and a professional designation with a recognized association and a specialization in Psychosocial Rehabilitation (PSR)/Recovery (i.e. Occupational Therapist, Social Worker, Vocational Counsellor, Certified Psychosocial Rehabilitation Recovery Practitioner, Clinical Counsellor, etc.).
 - Seven (7) to 10 years of experience in a progressively more senior leadership role in a non-profit or public organization (Equivalent education and experience will be considered).
 - Expert knowledge of PSR principles, the PSR literature and evidence-based PSR programs, especially Individualize Placement and Support model of supported employment.
 - Demonstrated expertise (minimum 3-5 years' experience) managing teams in a community-based, evidence-based or evidence-informed, recovery-oriented PSR programming for people in recovery from serious mental illness.
 - Knowledge of leadership and management principles as they relate to not-for-profit organizations in a union environment.
 - Knowledge of funding opportunities available within the sector.
 - Knowledge of current community challenges and opportunities relating to the mission of the organization.
 - Experience operating affordable or supported housing for people in recovery from serious mental illness is an asset.
 - Experience conducting or being on the advisory committees for empirical research is an asset.
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- The Associate Programs Director should demonstrate competence in all of the following:
 - **Lead:** Develop the skills and capacity of team members and positively influence others to achieve results that are in the best interest of the CMHA.
 - **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans and evaluate the process and results.
 - **Organize:** Set priorities, develop a work schedule, monitor progress towards goals and track details, data, information and activities.
 - **Behave Ethically:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and aligns with the values of the CMHA.
 - **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally to achieve the goals of the CMHA VF.
 - **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

- **Foster Teamwork:** Works cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- **Creativity/Innovation:** Develop new and unique ways to enhance the marketability and fund development of the recovery-oriented and housing programs.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interest of the CMHA.

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