



EMPLOYMENT OPPORTUNITY

Clinical Supervisor (Youth Protection & Youth Criminal Justice Act)

KSCS is seeking a highly skilled & experienced individual to provide clinical supervision to the Case Workers in Youth Protection.

Under the supervision of Manager of Child and Youth Wellness, the Clinical Supervisor (Youth Protection & YCJA) is responsible for coordinating the delivery of clinical services, directing the daily operations of clinical team members, and supporting the Multi-disciplinary Team Model Approach. The Clinical Supervisor reviews all court reports, ensures timely submission and prepares staff to testify in court.

Required Education & Experience:

- Must be an active member of the Professional Order of Social Workers or the Acquired Rights List, with three (3) to five (5) years of experience as a supervisor.
- Must possess a valid driver's license and have access to a vehicle.

Status: Indefinite full-time position, with a 6-month probationary period.

Salary: Starting at \$47.73/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Friday, May 2nd, 2025, at 4:00 pm.

GENERAL INFORMATION	
Code:	FLS16
Job Title:	Clinical Supervisor (Youth Protection & YCJA)
Department:	Family Services, Support Services
Date of Job Description:	April 2011
Date of Revision:	August 21, 2023
Job reports to:	Manager of Child and Youth Wellness

JOB DESCRIPTION SUMMARY
<p>With minimal direction, with respect to business objectives and company philosophy, provides strong management to assigned staff using advanced technical skills with tactical leadership skills. Contributes to the solution of complex technical problems, with senior level skill.</p> <p>This position is responsible for directing the daily operations of clinical team members, including providing clinical direction and consultation for cases of assigned staff. Supervises trains and monitors performance of clinical team. Provides clinical back-up on complex situations and cases. Consults with client representatives, proposes delivery options and ensures efficient delivery of services. Reviews all court reports, ensures timely submission and prepares staff to testify in court. Ensures court directives are adhered to by organization. Prepares reports as required.</p> <p>The Clinical Supervisor makes business decisions/exercises judgment within policies & contributes to the solution of complex technical problems. Alters approach or recommends broader procedural changes to improve effectiveness of group. Decisions may affect effectiveness of a program, service and its people.</p>

CORE RESPONSIBILITIES & DUTIES	
Core Responsibilities	Duties
Coordinate the delivery of clinical services.	<ul style="list-style-type: none"> ➤ Receive and assign cases to supervisees as determined at the Status meeting and according to workload. ➤ Provide case relevant information to the workers in regard to services, organizations and groups. ➤ Ensure the provision of services to those individuals and families in need of assistance in the areas of: <ul style="list-style-type: none"> - Youth Protection. - Youth Criminal Justice Act. - Any other cases as deemed necessary by Intake Status meetings. ➤ Exercise delegated authority in the areas of Youth Protection and Youth Criminal Justice Act, when assigned. ➤ Participate in the development of new and revised procedures in delivery of client services. ➤ Identify training needs, deliver training when available, and provide sharing of knowledge or skills to staff. ➤ Acquire & review material relevant to cases e.g. current methods, trends & needs of staff

	<ul style="list-style-type: none"> ➤ To assist the Manager of Child and Youth Wellness to develop, implement and evaluate program activities. ➤ Provide clinical supervision, as needed, for after-hour services and crisis situations.
Provide supervision to Intervention Team.	<ul style="list-style-type: none"> ➤ Provides leadership and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. This includes recruiting appropriate staff, addressing complaints, resolving problems; training employees, directing specific work, appraising performance and recommending terminating employees, when necessary. ➤ Establishes regular staff meetings to support plans, communications, tracking of work and team building.
Provides clinical supervision.	<ul style="list-style-type: none"> ➤ Discusses and review service plans, service goals and/or objectives with workers and determines with staff or Team Leader/Clinical Supervisors, the proper action to take on cases. ➤ Ensures the progression & supervision of all cases. ➤ Provide clinical direction and assistance to Case Managers/Team Leaders/Clinical Supervisors if requested. ➤ Observes and note patterns and themes in service delivery and articulates these to Team Leaders/Clinical Supervisors and managers. ➤ Provides clinical direction and assistance to Prevention & Support activities of KSCS. ➤ Reviews all Court Reports, ensures they are submitted to the court in a timely manner and prepares staff members to testify in Court.
Support the Multi-Disciplinary Team Model Approach	<ul style="list-style-type: none"> ➤ Participates in multi-disciplinary team meetings, such as case reviews, case conferences, Placement and Review Meetings, planning sessions and any other team meeting as appropriate. ➤ Ensures case reviews are conducted with appropriate case manager. ➤ Ensures multi-disciplinary team approach is followed when developing service plans with workers for his/her clients, to ensure sharing of information, joint intervention planning, where appropriate and gaining input. ➤ Ensures court reports and other appropriate documentation includes all appropriate disciplines. ➤ Acts as a consultant by providing information and technical expertise as required.
Perform Administrative responsibilities	<ul style="list-style-type: none"> ➤ Reviews the records of files, assigns authorities, closes files, and provides information within the Case Management Recording System. ➤ Approves Record of Approval, training requests, expenses, vacation requests, and timesheets. ➤ Assists in developing an action plan & supports the logistics of emergency interventions. ➤ Reviews all minutes from Status meetings, case reviews, case conferences and service planning meetings and ensures follow up. ➤ Participates in regular supervisory session with the Manager of Child and Youth Wellness
Performs any other job related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	➤ Frequently requires a level of collaboration and cooperation to get work or projects complete.
Advising:	➤ Frequently provides information that must be understood and explained.
Training:	➤ Commonly trains or gives information to stakeholders or clients.
Leadership:	➤ Frequently provides a high quality of leadership required in relation to internal and external partnerships.
Negotiations:	➤ Occasionally required to negotiate internal or external agreements.

ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, moderate flex required.
Stress Factor:	➤ High.
Deadlines	➤ Numerous and tight.

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To provide services in a manner consistent with terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To ensure accountability of the YP cases (as per letter), YCJA cases (as per agreement), Addictions response cases and/or S5 cases as required. ➤ To ensure that the recordings for all assigned cases, are accurate, timely and all contents/elements are in place; ➤ To be accountable and hold others accountable for decisions made. ➤ To ensure that all aspects of a case are addressed. ➤ To provide professional, trustworthy and tactful clinical supervision to Support Services staff. ➤ To operate as part of a multi-disciplinary team involving Support and Prevention Services. ➤ To keep up to date with the developments and new trends in the field of clinical services. ➤ To maintain confidentiality practices. 	

QUALIFICATIONS	
Education and Experience	➤ Must be an active member of the Professional Order of Social Workers or the Acquired Rights List with three (3) to five (5) years of experience as a supervisor.
Skills & Requirements	<ul style="list-style-type: none"> ➤ Familiar with customs, traditions and social issues of Kahnawake Community. ➤ Thorough knowledge of substance abuse, cause and effects, evidence based models of treatment, intervention and his/her application to diverse populations. ➤ Experience in working with intergenerational trauma. ➤ Excellent time management skills and ability to multitask. ➤ Excellent verbal and written communication skills. ➤ Strong writing and editing skills. ➤ Experience in supervising employees. ➤ Ability and skill set to work with staff who deals with children, adolescents, adults, elderly and couples. ➤ Ability to deal with confrontation and interpersonal conflict.

	<ul style="list-style-type: none"> ➤ Ability to observe and note patterns and themes in service delivery and clearly articulate these to Team Leaders & managers. ➤ Ability to use computer programs (Outlook, Excel, Word, Database, etc.) ➤ Teaching skills. ➤ Ability to draft memos, letters and use of spreadsheets for budgets. ➤ Valid driver's license and access to a vehicle is a requirement. ➤ Ability to travel due to court appearances, etc. ➤ Ability to deal with high stress. ➤ Ability to work varied hours depending on demands of the position including flexible hours, evenings and/or weekends.
Assets	<ul style="list-style-type: none"> ➤ Knowledge of clinical procedures and practices. ➤ Knowledge of Kanien'keha and French.