

JOB DESCRIPTION

POSITION TITLE: Clinical Manager

Position Summary

The Clinical Manager is responsible for providing clinical direction, leadership and supervision to Nursing Staff, Mental Health Support Workers, and volunteers at Vancouver Island Mental Health Society. Responsibilities include developing, implementing, and monitoring resident rehabilitation programs provided in three residences to ensure the delivery of the highest level of clinical care. The Manager is expected to keep informed of professional best practices and ensure that the programs adhere to the highest level of evidence-based care. Duties include regular liaison with Island Health's Community Case Managers and community physicians.

Reporting Relationships

The Clinical Manager reports to the Executive Director. Nurses, Mental Health Support Workers, selected volunteers, and selected students report to the Clinical Manager.

Duties and Responsibilities

Rehabilitation Programs

- Responsible for clinical leadership in the development, implementation and supervision of the Gateway House and SIL Programs.
- Participates in the intake and discharge process of referral candidates from Island Health.
- Conducts pre-admission reviews with referred individuals and consults with the Executive Director on referrals.
- Supervises admission, orientation, and discharge procedures.
- Ensures that legislation, policies and procedures are understood and operationalized by staff and residents.
- Consults, as residents' situations require, with local government mental health services, psychiatrists, other physicians, as well as with other professionals involved with a resident's health and welfare.
- Maintains service continuity by ensuring effective communications and reporting is on-going between all parties, including: Mental Health Support Workers, Nurses, Community Professionals and partners.
- Reviews incident reports and other operationally required reports.
- Ensures that licensing requirements are met, including Food Safe practices and nutritional standards.?

- Represents VIMHS on the Medication Safety Committee and develops procedures for safe storage of medical supplies in compliance with the *Pharmacist Act* and professional standards.
- Recommends changes to policies and procedures.
- Works in consultation with the Health Employers Association of B.C. to align and execute operational policies and procedures that are consistent with the terms as set out in the Collective Agreements.

Staff Management

- Mentors staff, provides clinical leadership and supervision.
- Actively participates in the recruitment and candidate selection process for all new Mental Health Support Workers and Nursing Staff in collaboration with the Executive Director and HR.
- Maintains currency duty lists as required for Mental Health Support Workers and Nurses.
- Ensures that staff time sheets are completed correctly on a bi-weekly basis
- Responsible for approval of overtime.
- Arranges in-service training programs within budget allowance to enhance employees' ability to meet the benchmarks of their job classification.
- Supervises and completes performance reviews of all Nursing and MHSW's, provides guidance and instruction to enhance performance.
- Takes appropriate corrective action in consultation with HR including disciplinary action if required and reports problems of a more serious nature to the Executive Director.
- Orients, supervises and supports selected practicum students and non-Board volunteers.

Employment Prerequisites

Education and Qualifications:

- Must have a current R.N or R.P.N. registration in British Columbia.
- Baccalaureate Degree in nursing.
- Valid CPR Certification
- Valid Food Safe
- Valid BC Driver's License
- Demonstrated leadership skills
- Excellent written and oral communication skills.
- Proficient in Microsoft Office Suite and above average computer knowledge

Experience:

- Three years of experience Psychiatric Nursing
- Two years of staff supervisory experience

- Understanding of and adherence to the principles and competencies of Psychosocial Rehabilitation.
- Expert knowledge and experience in the provision of community mental health and addiction services.

Personal:

- Physical ability to do the job
- A TB test and medical certificate are pre-employment requirements and up to date immunization records.
- High level of empathy and professionalism.

To apply:

Please send your resume and cover letter to:

Executive.director@vimhs.org or gbaker@vimhs.org