



## **Manager of Clinical Services**

Status: Full time (35 hours/week)  
Reports to: Director of Programs

### **Position Summary**

Under the direction of the Director of Programs, the Manager of Clinical Services will provide leadership and clinical supervision, direction and support to the ASDR Family Support team, Primary Care Collaborative Memory Services team and Dementia Care Partner Counsellor.

### **Duties and Responsibilities**

#### **Service Delivery Responsibilities**

- Ensure client care and services are delivered in accordance with ASDR's vision and strategic goals and quality outcomes.
- Provide leadership and clinical supervision to the ASDR clinical & support staff
- Conduct staff performance evaluations in a timely fashion
- Facilitate program specific team meetings and provide oversight in team planning, development, implementation, and evaluation.
- Develop leading edge clinical practices and approaches to transform existing relationships, services, roles and outcomes for vulnerable populations.
- Develop program policies and procedures and monitor staff compliance
- Promote and ensure adherence to professional practices among each of the team members.
- Implement and evaluate client care processes to ensure client & family centered care
- Approve and maintain adequate staff coverage for all programs via the approval of HR forms including requests for vacation, lieu time, leaves and monthly timesheets.
- Analyze and authorize staff development requests
- Participate in ASO and Reitman Centre (EC) program meetings and teleconferences
- Liaise with physicians, as required, in Primary Care Collaborative Memory clinics
- Participate in CE Region specialized geriatric meetings as required
- Oversee, review and analyze statistical reports for a variety of audiences including CE LHIN, Seniors Care Network and BSO
- Develop, execute and monitor quality improvement plans
- Assist with the agency accreditation process
- Other duties as assigned from time to time

#### **Administrative\ Organizational Responsibilities**

- Participate in agency related meetings, providing follow up action and involvement as designated, working collaboratively with colleagues in a positive team centered approach
- Represent ASDR on community committees as assigned
- Participation and involvement in key agency annual fundraising events as required
- Other duties as assigned from time to time

## **Educational Requirements**

- Graduate degree as a regulated health professional with MSW preferred

## **Experience and Skill Requirements:**

- Minimum 5 years' clinical & supervisory experience in a healthcare or social service agency, preferably in the field of aging
- Current registration and good standing with a recognized professional regulatory body/college
- Related clinical/counseling and leadership experience in a health/social services role
- Comprehensive knowledge of Alzheimer's disease and related dementias and their impact on the person, care partner, family and health care providers
- Experience administering bio-psycho-social assessments including Rai-HC/CHA, etc.
- Demonstrated leadership skills in a team environment
- Ability to lead, coach, support and evaluate a multi- disciplinary staff team
- Excellent interpersonal, communication, and documentation skills with the ability to work well with clients, families, all levels of staff, community partners and the public
- Demonstrate experience in leading change
- Evidence of strong mentoring, teaching, organizational and prioritization skills, with the ability to work well in stressful situations
- Demonstrated ability to work both independently and collaboratively with all team members
- Excellent computer skills including Word, PowerPoint, Excel, databases and competency in information and communication technology
- Demonstrated pattern of good attendance
- Ability to work occasional evening/weekend hours
- Must demonstrate a commitment to customer service when dealing with clients, colleagues, volunteers and other members of the community and public
- Extensive knowledge of related community resources in Durham Region, preferred
- Experience with agency accreditation is considered an asset
- Current Ontario driver's license and access to a vehicle on a daily basis
- Desirable traits include highly motivated, good judgment, patience, flexibility, personal integrity, compassionate, dedicated and adaptable to change

The successful candidate will be required to provide a clear police check conducted within the last two months.

## **TO APPLY:**

- Please submit your application to [jobs@alzheimerdurham.com](mailto:jobs@alzheimerdurham.com) quoting "**Manager, Clinical Services**" in the subject title no later than **Wednesday, February 20<sup>th</sup>** at 4:00 p.m.
- **Salary range expectations must be included in your cover letter.**

No phone calls please. We thank you for your interest in applying to the Alzheimer Society of Durham Region; however, only candidates selected for an interview will be contacted.

*The Alzheimer Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*