



Snuneymuxw

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Mental Health & Wellness Manager

Job Description

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| Position Title | Mental Health & Wellness Manager |
| Reports To: | Wellness Administrator |
| Council Portfolio | Overall Community Wellness |
| Classification Level | Tier 3 |

JOB SUMMARY

Reporting to the Wellness Administrator, the Mental Health & Wellness Manager manages all aspects of the Snuneymuxw mental health and addictions programs and services for Snuneymuxw First Nation people including: direct mental health and addictions counseling support for individuals, groups and families; referrals for individuals and families for external registered therapeutic support; referral of individuals and families to addictions treatment programs and community services; and, the organization and implementation of community prevention and promotion activities and events. Supervises mental health and addictions counselors; maintains a personal counseling case load; and provides leadership in community crisis response, including supervising the Homeless Outreach team. This position also shares co-responsibility for the privacy and security of personal information in roles of Data Steward (Privacy Officer) and Data Custodian.

The mental health and addictions programs and services of the Snuneymuxw Health Centre are intended to assist individuals, groups, and families to identify, understand and overcome personal problems or trauma and achieve personal self-care objectives through community-based, culturally sensitive, trauma informed counseling support.

DUTIES AND RESPONSIBILITIES

General Duties:

1. Plans and manages all Snuneymuxw mental health and addictions programs and services.
2. Supervises the work of the Community Wellness Counsellors, including clinical supervision, approval of annual work plans; approval of all overtime and leave requests, timesheets and workplans; and, annual evaluation of their performance.



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3. Oversees the Homeless Outreach Program and team. Approves and reports on Homeless Outreach budgets and applies for funding.
4. Ensures the completion of all appropriate documentation for all mental health program services as per accreditation standards, including (but not limited to): case notes, program records, client charts, and electronic medical records (EMR); and the preparation and submission of activity reports in accordance with the requirements of the Snuneymuxw Health Department and its funding agencies;
5. Oversees the creation of promotional and program materials.
6. Provides in-service mental health and addictions training support for Health Centre team members, including coordinating referrals to external service providers.
7. Responsible for the preparation of the mental health budgets; and for the preparation of funding applications to maintain or enhance the mental health programs and services.
8. Contributes to the preparation of operational policies and involved in accreditation standards.
9. Leads the orientation of new employees or service contractors.
10. Supervises students from various post-secondary education programs.
11. Coordinates and/or presents community events that support and strengthen the community.
12. Collaborates with co-workers as an active member of the Health Centre Team.
13. Assists counsellors who coordinate the women/men/youth groups, as part of the mental health programs.
14. Consults on a regular basis with an independent clinical supervisor.
15. Performs other related duties and supports co-workers and employees as required.

Program Duties:

The Mental Health and Wellness Manager maintains a mental health counseling case load which includes the following duties:

1. Develops and implements counseling plans based on assessments utilizing interventions/formats that include, but are not limited to, solution-focused, cognitive-behavioural, family systems, harm reduction, play and/or art therapy.
2. Interprets client's assessment results and assesses urgency and risk of harm to self or others; intervenes to reduce risk.
3. Explains assessment results to client and others involved with the client (with the client's written consent/permission, in accordance with Health Centre policy) such as family members, legal guardians and other service providers.
4. Provides individual counseling for individuals, groups and families with a focus on empowering them to make decisions that support their well-being and independence.
5. Refers clients to external services and advocates for clients within social services, education, and justice systems.



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6. Ensures supports are offered through a culturally sensitive, trauma informed approach that respects cultural values and traditions.
7. Collaborates with other community programs and services to provide the most appropriate internal or external support for clients, including participation in case conferencing processes as appropriate.
8. Provides leadership in community crisis response, which may include home and community visits as required.
9. Performs other tasks and duties as assigned.

PRIVACY AND SECURITY OF PERSONAL INFORMATION

Responsibility for Privacy and Security of Personal Information in roles of Data Steward (Privacy Officer) and Data Custodian.

As a Manager in the Health Centre, this position is co-responsible with other managers for protecting personal information and ensuring it meets the business needs of our organization and adheres to legislative obligations associated with the protection of personal information. Examples of co-responsibilities of this role include;

- a) Protecting personal information and Community Information that is collected, used, and disclosed by Snuneymuxw Hulit Lelum Health Centre.
- b) Ensuring the Health Centre meets the legislative authorities for protecting privacy.
- c) Overall responsibility for information security, managing information assets, privacy and security safeguards, auditing safeguards, managing and collaborating on privacy breach investigations and acting on the outcomes of an investigation.
- d) The implementation and security of the information management systems, including information management systems shared with health care providers (e.g. First Nation Health Service Organizations, federal, provincial, and/or regional health care partners).
- e) Ensuring our health care partners and contracted organizations (e.g. information technology providers, facility managers, security providers, etc.) adhere to and support our Privacy and Security Framework.
- f) Approving Information Sharing Agreements and ad-hoc requests for personal and/or community information.
- g) Advocating for the approval and improvement of the Privacy and Security Framework.
- h) Implementing approved privacy and security policies and procedures.



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- i) Ensuring the Privacy and Security Framework enables the balance between protecting personal and community information while meeting the business requirements of our organization, the community leaders and members.
- j) Advocating for the stewardship and protection of the community information under the management of another organization.

REPORTING AND APPROVAL

1. Is expected to function independently on a day-to-day basis with freedom-to-act within her/his area of responsibility and in accordance with her/his professional qualifications.
2. Ensures accountability is maintained through a close working relationship with the Health Manager, Home Care Coordinator and Community Wellness Administrator, in compliance with Health Centre reporting policies and professional standards.
3. Approves the pre-authorization of overtime and approval of claims for mental health and addictions counselors and homeless outreach team.
4. Approves equipment and supplies purchases.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- A graduate degree with a clinical emphasis and professional registration; and a professional counseling or mental-health related certification is required.
- A minimum of 2 years (preferably 5 years) experience in managing a team in a health or social services context.
- A minimum of 2 years (preferably 5 years) of related clinical experience working with First Nation clients.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Awareness and understanding of Coast Salish culture, customs, and traditions an asset
- General knowledge of the “One Canoe Model of Care” approach to service delivery.
- Strong interpersonal skills; ability to establish and maintain effective and efficient working relationships with parents, staff and community agencies/representatives.
- Knowledge of the different referral agencies/services available within British Columbia (and First Nations communities) for those individuals who require inpatient or alternative assessment and care. This includes knowledge of referral options and case management techniques.



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- Knowledge of historical impacts relative to First Nation children and families and developmental processes throughout the life span.
- Knowledge of and ability to implement a variety of theoretical frameworks related to working with individuals, groups, and families. Ability to collaborate with other service providers to provide the most appropriate services for clients; and knowledge of and ability to access community resources and support agencies.
- Ability to assume the responsibility for client case management. Strong organizational skills and the ability to take initiative.
- Ability to work both as part of a team and independently.
- Knowledge of and able to implement appropriate mandates from regulatory authorities related to the program including First Nation Health Authority, Island Health and the Ministry of Children and Family Development.
- Experience with software applications and clinical information system (preferably MOISE).
- Ability to provide supervision for students and volunteers.
- Strong presentation, writing and listening skills.
- Acts as a role model and upholds professional on and off duty conduct as a representative of the Snuneymuxw First Nations hulit lelum.

WILLINGNESS STATEMENT

- The incumbent must maintain strict confidentiality in performing the duties of the Mental Health and Wellness Manager and must adhere to the Snuneymuxw Health Centre Confidentiality Policy; as well as his/her professional Code of Ethics and accreditation standards.
- The incumbent may be exposed to emotionally troubled, angry, and potentially physically abusive clients with addictions and mental health issues.
- Although the incumbent does not work shift work and is not on call, when a traumatic event occurs within the Snuneymuxw First Nation community or with a client, the incumbent may be called upon, outside of work hours. This may cause undue stress on the incumbent and his/her personal time.

Please submit your current resume and cover letter online or by email to:

HR@snuneymuxw.ca



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Application deadline: Tuesday, March 26, 2024 @ 4:00 PM PST

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement

Deliver what matters
Ensure clarity of direction and unity of purpose
Inspire excellence and strive for outstanding results

Collaboration

Work together to build successful teams and partnerships
Be open, inclusive and share knowledge
See, provide and act on feedback

Community Commitment

Know our community and put them first
Listen to and understand community needs
Be responsive, close the loop and deliver on promises

Integrity

Own your actions, successes and mistakes
Act with transparency, honesty and respect
Do what you say you will do

Innovation

Look for ways to improve and create positive change
Think broadly and take a wider viewpoint
Be responsive to new ideas and opportunities