



JOB OPPORTUNITY

Position:	Full-Time Manager - Mental Health & Addictions #10-2025
Department:	Mental Health & Addictions
Commencing:	As soon as possible
Wage:	\$42.18 per hour to \$56.24 per hour
Deadline:	Open until a suitable applicant is found.
Job Description:	Enclosed

Riverside Healthcare Facilities Inc. invites applications from all qualified applicants.

To be considered, please send your completed cover letter, and resume by e-mail to human.resources@rhcf.on.ca or by fax to: 807-274-2898.

For more information, please contact Human Resources at:
human.resources@rhcf.on.ca



JOB DESCRIPTION

POSITION (Title):	Full-Time Manager – Mental Health & Addictions
DEPARTMENT/SERVICE AREA:	Mental Health & Addictions
SITE:	Community Services

The Manager of Mental Health & Addictions is responsible for providing clinical direction and supervision to all staff, ensuring that quality care and productivity benchmarks are consistently met. In this role, the Manager collaborates with other Riverside Health Care departments to maintain alignment with the organization's vision, mission, and values.

QUALIFICATIONS NECESSARY:

- A clinical degree in the counselling field, preferably at the master's Level (e.g. MSW, MA in psychology) and regulated to be able to provide and supervise psychotherapy.
- A minimum of five (5) years' clinical counselling experience in mental health and addictions.
- A minimum of two (2) years' experience supervising staff in the field of mental health and addictions.
- Ongoing education and training in management and clinical supervision to enhance skills and expertise.
- Exceptional organizational, problem-solving, and negotiation skills, with the ability to effectively manage competing priorities concurrently.
- Consistently reliable, demonstrating the ongoing ability to effectively fulfill the responsibilities of the position.
- Must be physically capable of performing the essential duties of the position.

BASIC RESPONSIBILITIES:

Mental Health & Addictions is a community agency operating under Riverside Health Care (RHC), serving the central and western regions of the Rainy River District. Key program areas include adult mental health counseling and therapy, substance misuse support, problem gambling services, and survivors of intimate partner violence.

SPECIFIC DUTIES:

I. Program Management

- **Oversee and manage clinical services in alignment with:**
 - a) Accepted clinical practices within mental health and addictions services.
 - b) Program mandates and objectives.
 - c) Ongoing collaboration and maintenance of partnerships with allied agencies.
- Stay current with relevant legislation and Best Practices, actively contributing to the development, amendment, and review of internal policies and procedures as needed.
- Ensure high-quality service delivery through regular workload assessments, statistical analysis, and Continuous Quality Improvement (CQI) evaluations, as well as upon request.
- Manage program budgets in consultation with the Finance Department and the Director of Community Services to ensure fiscal responsibility.
- Collect and maintain necessary statistical, demographic, and financial data to meet funding requirements and internal reporting needs.
- Assist in the preparation of annual program reports for submission to the Ministry of Health and Long-Term Care, and the Ministry of Children, Community and Social Services, ensuring required data is accurately collected and organized.
- Participate in local, district, and regional committees, both ad hoc and standing, that are relevant to program mandates.
- Fulfill all managerial responsibilities in compliance with the Occupational Health and Safety Act.

II. Management of Personnel

- Facilitate the recruitment, orientation, and training of mental health and addictions staff.
- Supervise all staff and contract personnel within the mental health and addictions program, ensuring compliance with organizational standards.
- Conduct performance evaluations for employees prior to the completion of their probationary period and at least annually thereafter, or as directed.
- Consult with the Director of Community Services and relevant departments regarding personnel changes, including wage adjustments, disciplinary actions, terminations, and leaves of absence.
- Manage staff scheduling to ensure alignment with client needs, workload distribution principles, and available resources.

III. Clinical Services

- Provide clinical consultation and supervision to staff, ensuring adherence to best practices in mental health and addictions programming, with an emphasis on trauma, risk management, and addiction support.
- Oversee the intake process, manage waitlists (if applicable), and ensure priority is given to high-risk or recently traumatized individuals.
- Offer both scheduled and ad hoc supervision to clinical staff, ensuring consistent guidance.
- Provide clear direction to staff on file documentation, procedures, and clinical interventions.
- Establish, implement, and maintain clinical practice standards and guidelines to ensure high-quality service delivery.
- Conduct regular clinical file audits to ensure documentation and services align with Best Practices and agency standards.
- Identify and address training and development needs of clinical staff through supervision or other appropriate training opportunities, in consultation with the RHC finance department as necessary.
- Collect regular client feedback to assess service satisfaction, addressing any complaints in accordance with organizational policies.
- Foster collaborative relationships with other agencies to ensure alignment with intake, consent, data-sharing, and treatment protocols.

IV. Occupational Health and Safety; Patient Safety; Risk Management

The Manager is responsible for:

- Adhering to the Ontario Occupational Health and Safety Act and the Hospital Health and Safety Program regulations.
- Ensuring a safe work environment by refraining from activities that may endanger the health and safety of self, clients/patients, or other staff members.
- Maintaining familiarity with the Occupational Health and Safety Act and related regulations, ensuring compliance through due diligence and the appropriate reporting of safety issues.
- Ensuring the immediate reporting and documentation of all near misses, incidents, unusual occurrences, and errors, in line with policy.
- Assisting with incident investigations when requested.
- Participating in monthly safety inspections and fire/disaster drills as required.
- Identifying and addressing environmental risk factors promptly, reporting them to the appropriate representative when necessary.

- Promoting personal wellness and safe working practices among staff members.

V. Continuing Education

- Pursue ongoing education as required by professional designation or affiliation.
- Engage in educational courses related to both management and clinical training, aligned with the primary responsibilities of the role.
- Attend management training opportunities provided by RHC, as required.

VI. Other Responsibilities

- Carry out job responsibilities safely, in compliance with relevant regulations, policies, and procedures (e.g., Occupational Health and Safety Act).
- Perform additional duties as delegated by the Director of Community Services.

REPORTING STRUCTURE:

Reporting to the Director of Community Services

CONDITIONS OF EMPLOYMENT:

1. Human Resource Policies
2. Corporation Policies
3. Vulnerable Sector Check