



NATIVE WOMEN'S SHELTER OF MONTREAL FOYER POUR FEMMES AUTOCHTONES DE MONTRÉAL



EMPLOYMENT OPPORTUNITY

Clinical Coordinator

The Mission of the Native Women's Shelter of Montreal is to provide a safe and supportive environment that strengthens cultural identity, self-esteem and independence for Indigenous women and their children. Our vision is to achieve balance through empowered healing.

- POSITION TITLE:** Clinical Coordinator
- TYPE OF POSITION:** 4 days a week
- LOCATION:** CONFIDENTIAL (downtown Montreal)
- SALARY:** \$28.00 an hour
- PROBATION:** Three (3) month probation period, after which an evaluation will be conducted.
- APPLICATION:** Please send a **cover letter, your Curriculum Vitae**
And two letters of reference before August 23, 2021 at 4:00PM to the attention of:
- Nakuset, Executive Director
- nakuset@gmail.com
- Only those meeting the requirements will be contacted.

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POSITION TITLE: Clinical Coordinator

Duties and Responsibilities

Under the authority of the Executive Director, the Clinical Coordinator is responsible for the following tasks:

- Provide guidance to staff in relation to their clinical duties.
- Coordinate and chair weekly case management meetings with the resident psychotherapist
- Assign clients to appropriate staff
- Respond to crisis situations as they arise.
- Obtain updates from staff on duty regarding clinical interventions
- Provide support and discuss any difficulties or problems as they arise concerning clinical interventions
- Clinical training for new staff.
- Advise staff on their clinical decisions.
- Conduct individual clinical supervision for staff
- Selecting and supervise stagiaire students
- Review barred list and meet with residents who have received warnings
- Oversee and accept client referrals
- Compile yearly statistics for the Agence de la Sante et des Service Sociaux
- Have a wellness plan in place to ensure personal well being
- React swiftly to emergencies and be on call.
- Oversee clinical documentation
- Represent NWSM on committees as required
- Other related duties as required by the Executive Director.

Requirements

- Must have a completed Masters degree in social work.
- Must have a minimum of 3 years of experience working with Indigenous populations
- Must demonstrate team work competence.
- Have strong leadership skills
- Ability to meet deadlines with minimum supervision
- Must be experienced with urban Indigenous populations
- Bilingualism in French and English.
- Have proficient computer skills.
- Excellent written and oral communication skills.
- Knowledge of an aboriginal language an asset.
- Aboriginal candidates will be given priority.

Only the applicants meeting the requirements will be contacted.

www.nwsm.info

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Toll Free / Sans Frais: 1-866-403-4688

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