

Job Description

Job Title:	Director, Centre for Mental Health
Department:	Psychology
Reports To:	CMHR Executive Director(s)
Jobs Reporting:	NA
Salary Grade:	USG 15
Effective Date:	September 2017

Primary Purpose

The person in this position assists the CMHR Executive Director, the Director of Clinical Training, and the Clinical Psychology faculty in the planning, organization and implementation of psychological services, graduate clinical training, and research in the CMHR. The central components of the job include training and supervision of MA and PhD students in the UW PhD Program in Clinical Psychology and predoctoral residents in the provision of psychological services, overseeing the daily operations of the CMHR, coordinating external practica for graduate students, and helping to facilitate research. Specifically, the person in this position is responsible for:

- 1) training and supervising MA and PhD students and pre-doctoral residents in Clinical Psychology in the provision of psychological services, which includes assessment and treatment of children, adolescents, and adults;
- 2) overseeing the daily operations of the CMHR by developing, implementing, and overseeing CMHR policies and procedures for training, treatment, and research in accordance with relevant federal and provincial legislation, the College of Psychologists of Ontario's Standards of Professional Conduct, the Canadian Psychological Association's Canadian Code of Ethics for Psychologists, and the UW PhD Clinical Program goals; and
- 3) contributing to the development and growth of the CMHR through participation and facilitation of strategic planning alongside the Executive Director of the CMHR and the Director of Clinical Training (DCT).

Further responsibilities include assigning clients to therapists and therapists to supervisors, maintaining the CMHR database, managing the CMHR wait-lists, and processing referrals. The Director works with the CMHR Executive Director, the DCT, the Clinical Area faculty, Clinical graduate students, and the CMHR Administrative Coordinator, and reports to the Executive Director of the CMHR and the DCT.

Key Accountabilities

Clinical Training and Supervision of Students

- provide direct training and supervision of CMHR Teaching Assistants in the provision of adult and child diagnostic screening assessments for clients seeking services
- lead the Psychodiagnostic Practicum including didactic teaching, seminar leadership, supervision, and evaluation of student performance in psychodiagnostic interviewing
- provide direct training and supervision of CMHR graduate students in acquiring the skills to

supervise clinical work

- supervise clinical work of predoctoral residents
- provide direct training and supervision of students and residents in the provision of psychoeducational assessment services for clients
- provide direct training and supervision of students and residents in the provision of treatment to clients
- coordinate external practicum experiences for all Clinical graduate students
- in collaboration with the Executive Director and Clinical faculty, continue to develop the Clinical program curriculum, and participate in Clinical Area meetings regarding clinical training
- participate in weekly Clinical Area activities of research presentations, client conferences, and clinical workshops
- in collaboration with Clinical Area faculty, provide and initiative other relevant clinical training experiences and participate in the process of selecting Clinical graduate students and hiring faculty (e.g., by meeting with graduate school applicants, by attending faculty applicant job talks and providing feedback to the Area)
- keep abreast of developments in training models, goals, and measurement in the development of professional competencies in Clinical Psychology
- support the DCT in regular updates to the training models, goals, and measurements within the Clinical Program

Research

Some Clinical Area faculty will be recruiting participants through the CMHR for research purposes. As well, all Clinical students seeing clients in the CMHR are required to collect data on a variety of psychological indicators at various stages of the assessment and treatment process. The Director's responsibilities will be as follows:

- with assistance from the CMHR Administrative Coordinator and Executive Director, develop and implement recruitment procedures and resources that facilitate the research process within the CMHR
- with assistance from the CMHR Administrative Coordinator and Executive Director, develop and implement clinical data collection and management procedures, including overseeing the CMHR research database
- prepare an annual report that summarizes the key data from the past year on client numbers, symptom response, and satisfaction with CMHR services
- with assistance from the CMHR Administrative Coordinator, promote research conducted both in the CMHR and in faculty research labs that are associated with the CMHR (both are considered "CMHR research")

Oversee operations of the CMHR

- prepare and implement annual budget
- with assistance from the CMHR Administrative Coordinator, UW IST personnel, and technical suppliers/vendors, develop a strong working knowledge of the video-recording and client information systems and help to manage problems that arise
- with assistance from the Executive Director, DCT, and Clinical Area faculty, develop and

implement CMHR guidelines and procedures, including annual updates of the CMHR Guidelines and Procedures Manual

- with assistance from the CMHR Administrative Coordinator, help ensure that Clinical graduate students and clinical supervisors are operating in accord with federal and provincial legislation and regulations, professional standards, professional ethics, and established UW and CMHR policies and procedures
- oversee and direct the Clinical Area faculty and adjunct supervisory roster by assigning clients to Clinical graduate students, balancing the complexity of the client's needs against the student's level and training needs, and assigning appropriate clinical supervisors
- in consultation with the Executive Director and DCT, help to manage problems that may arise with clients, Clinical graduate students, and clinical supervisors
- be available to stand in for clinical supervisors in emergencies, as required
- keep abreast of developments in relevant federal and provincial legislation, professional standards, professional ethics, and UW policies relevant to the provision of psychological services and, when necessary, incorporate changes/updates into CMHR policies and procedures
- in consultation with Executive Director and DCT, maintain good communication with adjunct clinical supervisors and recruit new adjunct clinical supervisors as required
- with assistance from the CMHR Administrative Coordinator, oversee the evaluations of adjunct clinical supervisors by Clinical graduate students and the evaluations of students by adjunct supervisors
- participate in evaluation/recruitment/hiring of the CMHR Administrative Coordinator position
- represent the CMHR in pre-doctoral residency consortium including biweekly coordination meetings, development of annual purchased agreements, applicant file review, and accreditation review
- with assistance from the CMHR Administrative Coordinator, oversee the CMHR client database and manage the CMHR waiting list
- with the assistance of the Executive Director, ensures that the necessary infrastructure is appropriate and available to support the current and future clinical, teaching, and research activities within the CMHR
- with the assistance of the CMHR Administrative Coordinator and the Administrative Officer in the Department of Psychology, ensure that the activities in support of the CMHR's goals are financially-sound

Strategic Planning

- with assistance from the CMHR Administrative Coordinator, oversee and develop the CMHR website and post updated "news" about new developments in the CMHR
- help "market" the CMHR by overseeing advertising of CMHR services and initiating ways to keep our profile current
- establish and maintain relationships with referring agencies and other professionals in the community, including psychologists, physicians, school personnel, and other mental health professionals on and off campus to ensure appropriate client flow and to develop and maintain community relations

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- participate in strategic planning meetings with the Executive Director and other Clinical faculty and relevant stakeholders
- facilitate strategic growth and development by assisting with the preparation of proposals and reports
- develop strategies for improving and expanding the CMHR service, training, and research mandates
- communicate effectively with the Executive Director about the tools and support that are necessary for success in implementing the CMHR strategic vision and goals
- meet with members of the UW and Arts Development team regarding fundraising and donations
- assist with the preparation of press releases and other publicity documents
- meet with key stakeholders on campus and in the community to discuss logistics and to plan implementation

Required Qualifications

Education

- Ph.D. from an APA and/or CPA accredited Clinical Psychology program
- Registration (or eligibility to pursue registration) with the College of Psychologists of Ontario for assessment and treatment of children, adolescents, and/or adults

Experience

- minimum four years of experience in conducting therapy with children/adolescents and/or adults, with expertise in at least one treatment modality
- experience with cognitive, intellectual, diagnostic, and personality assessment of children and/or adults

Knowledge/Skills/Abilities

- proven oral and written communication skills
- exceptional interpersonal skills
- ability to foster a collaborative and positive working environment
- ability to work independently and collegially
- ability to implement, coordinate, and monitor diverse clinical and research activities
- ability to manage complex interpersonal situations effectively
- ability to provide performance feedback to students and staff in a constructive, effective, and timely manner

Nature and Scope

- **Contacts:** Internally, the Director works in close partnership with the CMHR Executive Director and with the Director Clinical Training. The Director also communicates with Administrative

Officer, Department Chair, Clinical Area faculty members, Administrative Coordinator, Clinical Graduate Students, Adjunct Clinical Faculty, Clinical Supervisors, Campus Wellness, UW Health Services, Counselling Services, and AccessAbility Services to provide leadership, support, and administration requirements. Daily consultation and collaboration with the Administrative Coordinator, CMHR Teaching Assistants, and student therapists. Externally, consultation with Psychiatrists and referring Physicians. Communicates with Waterloo Region Psychology Consortium, School Personnel (including school staff, teachers, EAs, and Principals), Waterloo Regional District School Board, mental health professionals in the community, community mental health agencies, Grand River Hospital, and Directors of other Ontario university clinical psychology training clinics. Ability to work independently with minimal supervision as well as within a team environment. Communicates with Offices of Research, Finance, and Human Resources.

- **Level of Responsibility:** This position is responsible for ensuring that the CMHR policies and procedures are compliant with all relevant Federal and Provincial legislation and with the practice guidelines, ethics, and standards of the College of Psychologists of Ontario and the Canadian Psychological Association. This position is also responsible for overseeing the work of Clinical Area students in the CMHR and assessing compliance with CMHR policies and procedures, for promoting a professional, inviting, calm, and work-focused environment in the CMHR, and for intervening swiftly and effectively (with consultation and assistance from the ED, DCT, and other Clinical Area faculty as appropriate) if any practices are non-compliant with either policies and procedures or the desired work environment. The Director is also responsible for contributing to student evaluation by providing constructive reports on the progress of supervisees and CMHR Teaching Assistants in writing and at Clinical Area Student Evaluation meetings.
- **Decision-Making Authority:** Responsible for consulting with CMHR and Psychology leadership to determine priorities for the CMHR initiatives and prioritizing support needed. This role has leadership support for strategic decision-making and prioritization of workload within multiple projects.
- **Physical and Sensory Demands:** Minimal demands typical of an office administrator operating within a team-oriented and multi-project office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions, typical of an office environment.