

Job Description

Job Title:	Director, Centre for Mental Health Research and Treatment
Department:	Psychology
Reports To:	Director of Clinical Training and Psychology Administrative Officer
Jobs Reporting:	CMHRT Administrative Coordinator and CMHRT Psychologist
Salary Grade:	USG 15
Effective Date:	February 2023

Primary Purpose

The Director has responsibility for the management and operations of the CMHRT. 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, leading and overseeing the daily operations of the CMHRT, 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 CMHRT by developing, implementing, and overseeing CMHRT 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) leading the development and growth of the CMHRT through strategic planning in collaboration with the CMHRT management team and Clinical Area faculty.

The Director leads the CMHRT Management team (consisting of the DCT, CMHRT Psychologist, Faculty Advisor, and CMHRT Administrative Coordinator), is accountable to Clinical Area faculty, and reports to the DCT and the Psychology Administrative Officer.

Key Accountabilities

Manage operations of the CMHRT

- Manage direct reporting relationships for CMHRT Administrative Coordinator and CMHRT Psychologist positions, including hiring and annual performance evaluations
- Develop, implement, update, disseminate and monitor CMHRT policy and procedures in accord with federal and provincial legislation and regulations, professional standards, and professional ethics
- Identify, track and report on key indicators for CMHRT performance and accountability to CMHRT management and faculty (dashboards, annual report); Generate recommendations for continuous quality improvement and present to CMHRT management and faculty
- Prepare and implement annual budget
- In collaboration with IT and CMHRT Management team, support or lead projects to improve infrastructure, such as technology and equipment improvements or changes, environmental

changes. Communicate the plan and outcomes to stakeholders

- With assistance from the CMHRT Administrative Coordinator, UW IST personnel, and technical suppliers/vendors, develop a strong working knowledge of CMHRT equipment and systems to help to anticipate and to manage problems that arise
- Represent the CMHRT in community-based activities such as the Waterloo pre-doctoral residency consortium
- With the assistance of the CMHRT Administrative Coordinator and the Administrative Officer in the Department of Psychology, ensure that the activities in support of the CMHRT's goals are financially-sound

Strategic Planning

- Lead strategic planning meetings with the CMHRT Management team, Clinical faculty and relevant stakeholders
- Facilitate strategic growth and development by developing proposals and reports
- Develop strategies for improving and expanding the CMHRT service, training, and research mandates
- With assistance from the CMHRT Administrative Coordinator, oversee and develop the CMHRT website and post updated "news" about new developments in the CMHRT
- help "market" the CMHRT by overseeing advertising of CMHRT 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

Clinical Training and Supervision of Students

- Meet regularly with clinical graduate students to discuss individual training goals and clinical case assignments
- Ensure sufficient supervision coverage by means of planning for adjunct and core faculty case assignments, submitting an annual supervisor budget, stewarding relationships with supervisors
- Oversee the evaluations of clinical supervisors by Clinical graduate students and the evaluations of clinical students by CMHRT supervisors
- Lead weekly CMHRT Intake meetings and take responsibility for clinical decisions regarding disposition; Supervise completion of phone screens and reports; Determine approximate wait times for service and communicate length to CMHRT Intake team
- Supervise clinical services of graduate students, residents in the provision of assessment, individual and group therapy, consultation to CMHRT clients
- Support innovation and best practices in the CMHRT
- Provide direct training and supervision of CMHRT 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

- Coordinate external practicum experiences for all Clinical graduate students; support students with respect to application preparation; network and foster opportunities for student placements; monitor completion of evaluations
- In collaboration with the DCT and Clinical faculty, continue to develop the Clinical program curriculum, foster CMHRT clinical training opportunities for students, and participate in Clinical Area meetings regarding clinical training
- Participate in weekly Clinical Area activities of research presentations, client conferences, and clinical workshops
- When possible, 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)

Research

Some Clinical Area faculty will be recruiting participants through the CMHRT for research purposes. As well, all Clinical students seeing clients in the CMHRT 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:

- Develop and implement recruitment procedures and resources that facilitate the research process within the CMHRT, in collaboration with relevant stakeholders
- Develop and implement clinical data collection and management procedures, including overseeing the CMHRT research database
- Prepare an annual report that summarizes the key CMHRT data indicators from the past year
- With assistance from the CMHRT Administrative Coordinator, promote research conducted both in the CMHRT and in faculty research labs that are associated with the CMHRT (both are considered "CMHRT research")

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

- Demonstrated experience in management and leadership, including program oversight, budgeting, and accountability to stakeholders
- Minimum five years of experience in conducting therapy with children/adolescents and/or adults, with expertise in at least one treatment modality
- Minimum five years of 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 Director of Clinical Training and the CMHRT management team. 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, CMHRT 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 CMHRT 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 CMHRT and assessing compliance with CMHRT policies and procedures, for promoting a professional, inviting, calm, and work-focused environment in the CMHRT, 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 CMHRT Teaching Assistants in writing and at Clinical Area Student Evaluation meetings. This position is responsible for managing the Staff Psychologist and Administrative Coordinator positions.
- **Decision-Making Authority:** Responsible for determining priorities for the CMHRT 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.

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- **Working Environment:** Minimal exposure to disagreeable conditions, typical of an office environment.