

## JOB POSTING

Position Title:	Manager – Mental Health Services
Reports To:	Executive Director
Position(s) Supervised:	contractors when required
Status:	part-time, permanent (32 hours/week)
Salary Range:	\$54,000 - \$60,000
Location:	Vancouver, BC
Posting Date:	July 27, 2015

### About Health Initiative for Men Society (HIM)

The mission at HIM is to strengthen the health and well-being of gay men. We value a comprehensive approach to healthy living; we value gay men’s ability to make informed decisions; we value a non-judgmental, sex-positive and strengths based philosophy; we value scientific research; we value capacity-building and collaboration; we value the role of our communities. HIM volunteers and staff deliver community education, health information, sexual health services, knowledge translation and outreach that promotes physical, mental, sexual, and social aspects of gay men’s health and well-being.

More information about Health Initiative for Men is available on our website:

[www.checkhimout.ca](http://www.checkhimout.ca)

### Primary Role:

HIM’s mental health programs are designed to empower community members to realize opportunities for change, to feel comfortable with their sexuality, to envisage a fulfilling future for themselves and a means to achieve it, for gay men of all cultural and religious affiliations to feel included in the community, to have the self-confidence and the interpersonal skills to negotiate relationships and sexual encounters, and to manage, assert and protect their personal boundaries during social and sexual encounters.

HIM provides mental health services through peer support (Change Advocacy), professional mental health counsellors, and therapeutic group work, totalling approximately 500 to 750 hours per year. HIM’s counselling services are short-term and solution-focused, with many options to refer clients into other HIM services or external organizations. HIM provides counselling services to address issues including mild depression or anxiety, sexuality issues, sex/HIV issues, relationship and attachment issues, work related stress, coming out issues and culturally specific family issues regarding sexuality. Severe mental illness and addiction are currently beyond the scope of HIM’s counselling services.

In addition to its mental health services, HIM provides health promotion that is targeted to and tailored for gay men and other men who have sex with men (O MSM) through its website ([www.checkhimout.ca](http://www.checkhimout.ca)), its social marketing campaigns, its outreach and through

community involvement by recruiting volunteers into all aspects of gay men's health engagement strategies.

Within the context of a client-centered care model and in accordance with standards of professional practice, and the vision and values of HIM, the Mental Health Services Manager is responsible for the daily activities of the service and provides leadership in the planning and implementation of HIM's community level mental health engagement strategies. HIM's Mental Health Services Manager works under the direction of the Executive Director and as part of the staff and volunteer team.

**Key Duties & Responsibilities:**

1. develop and maintain awareness of all necessary legislation, regulations, requirements, client needs, trends, technology and protocols in order to research, negotiate, establish, implement and monitor relevant policies, standards, and protocols;
2. manage the planning and implementation of a community-level group engagement program and counseling service for gay men; establish policies, procedures, required service definitions, access and referral processes, record-keeping and evaluation tools, and ensure HIM policies and procedures are followed in all aspects of the service;
3. manage the mental health services budget, including researching and choosing suppliers, and facilities, reviewing and approving invoices, and developing and implementing cost-effective strategies;
4. manage daily activities of the service and provide leadership in the planning and implementation of innovative and creative approaches for delivery of a high quality and efficient community level group engagement program and counselling service for gay men; continuously evaluate services to ensure program/service needs are met and liaise with key stakeholders in the achievement of program integrity, goals and objectives;
5. provide leadership and supervision to volunteers, practicum students/interns and staff; manage all aspects of volunteer and staff recruitment; scheduling and coordination of work assignments and priorities; and performance evaluations and performance expectations; this includes authorizing hours of work, time off or leaves of absence, establishing or altering work schedules and work processes and subsequent training and monitoring of volunteers and staff;
6. provide continuous communication with team members and work collaboratively, with staff, management and outside agencies in the planning and implementation of mental health engagement strategies, identification and resolution of client care issues, cultural and language barriers, ethical dilemmas, coordination and integration of care;
7. oversee the collection of statistical and performance data and ensure reporting requirements/submissions are met; facilitate the interface between research/evaluation and operations, and recommend and implement operational changes based upon the analysis and reporting of the data;

8. contribute to developing and maintaining standards of practice and assists in developing staff/volunteer professional competence through in-service and other educational means, as required; review relevant literature, consult with other clinical and community staff members and participate in professional development to improve care through the use of new practices;
9. adhere to HIM staff guidelines, policies and procedures;
10. perform other related duties related to this position as they develop;

## **Qualifications**

### **Education & Experience**

#### **Required**

- this is a clinical position and candidates should possess a Master's Degree in Counselling Psychology, Social Work or equivalent from an accredited university and be registered with a professional body;
- at least five years of related clinical experience, preferably with LGBT or MSM populations

#### **Preferred**

- at least two to four years of project management experience, including project launch experience;
- leadership experience in a clinic or healthcare setting (or similar health setting);
- a proven ability to thrive in ambiguous or unknown situations;
- experience delivering results on-time in a fast-paced setting;
- knowledge and experience with gay men's health issues, gay male culture and the gay community;

### **Knowledge, Skills & Abilities**

- ability to work therapeutically with 1-1 clients, couples and groups;
- demonstrated program development and project management skills;
- knowledge of other health care disciplines and their role in client care;
- demonstrated ability to provide supervision, leadership, work direction and guidance to volunteers and staff;
- demonstrated ability to communicate effectively, both orally and in writing, with clients, service providers, colleagues, and other health care staff, and volunteers both one-on-one and in groups;
- demonstrated listening and information seeking skills that promote communication and lead to a cooperative approach to problem solving within a multidisciplinary setting;
- demonstrated ability to establish workload priorities;
- demonstrated ability to develop and maintain collaborative working relationships, with a commitment to the development of a client-centered integrated community-based service delivery program and community involvement approach;

- demonstrated understanding of the social determinants to health as they relate to gay men's health, as well as anti-oppression/social justice frameworks;
- ability to administrate, oversee and manage the delivery of community health services;
- ability to develop and implement projects involving a multidisciplinary team and other community agencies;
- ability to carry out the physical demands of the job;
- proficiency with computer/digital/online tools and platforms;

This position:

- works in a shared office environment
- usually works a standard work week
- is eligible for a generous and comprehensive benefits package

If you are seeking an opportunity to commit to an organization dedicated to strengthening the health and well-being of gay men, please send your resume by 5:00 p.m. on August 14, 2015.

No telephone calls please. Thank you to all who apply, however, given the anticipated volume of applications, only those applicants to be interviewed will be contacted.

Please submit your resume and cover letter to [resumes@checkhimout.ca](mailto:resumes@checkhimout.ca).