



**PROVINCE OF BRITISH COLUMBIA
MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT
JOB DESCRIPTION**

JOB TITLE: Team Leader, Child and Youth Mental Health
CURRENT CLASSIFICATION/GRID: SPO 28, LP6, CN9
CHIPS #

NOC CODE: DATE OF JOB DESCRIPTION:

JOB TITLE OF IMMEDIATE SUPERVISOR SUPERVISOR'S CLASS/GRID CHIPS #

BRANCH DIVISION LOCATION
Child and Youth Mental Health Provincial Services Division

PURPOSE OF UNIT:

The Child and Youth Mental Health Program provides specialized mental health assessment and treatment services to children, youth and their families when the child or youth is suffering serious emotional, psychological, or behavioural disorders. Specialized services also include community development, consultation, coordination, education, and contract management.

PURPOSE OF JOB:

Under the direction of the Community Services Manager, the Team Leader administers child and youth mental health services and functions as the senior clinician providing direction, leadership and supervision to professional staff within the Mental Health team. The Team Leader has the authority, accountability and responsibility to plan, develop, manage, coordinate and evaluate the delivery of mental health services for children, youth and families in the local community. The Team Leader is directly accountable for the quality of service clients receive from the Mental Health team and for monitoring and maintaining appropriate standards of multi-disciplinary professional mental health practice in accordance with established standards and policy. The Team Leader has broad responsibilities to work with diverse community partners to promote the establishment and maintenance of a full range of mental health services within the community.

JOB DUTIES AND TASKS:

40%

1. Co-ordinates the community child and youth mental health program and development of resources and service networks in the community by:
 - Providing leadership that will create and maintain a well-motivated, competent multi-disciplinary team;
 - Managing an effective intake system, including waitlist management;
 - Developing an appropriate liaison/referral system with hospitals, schools, Public Health, other Ministries, and other service providers;
 - Co-ordinating the implementation and monitoring of programs and delivery of mental health services;

- Providing proactive leadership in co-ordinating the delivery of service among the clinical and contract staff and other community programs, including emergency services;
- Coordinating service delivery and use of Integrated Case Management with child protection, youth justice, forensic, ECD, contracted agencies, and other community professionals;
- Liaising and coordinating with Health Authorities re: addiction services, transition from child and youth to adult mental health services, and between acute and community based services;
- Serving as the community gatekeeper for children and youth who are accessing provincial resources such as the B.C. Children's Hospital in-patient psychiatry wards and the Maples, ensuring appropriate treatment and follow-up services to children and youth discharged from these programs.
- Participating in the assessment of community needs re: mental health services;
- In co-operation with community partners, monitoring and evaluating the effectiveness, appropriateness and adequacy of mental health programs and policies at the local level in meeting community needs;
- Managing fiscal and human resources allocated to the team level:
 - Budget preparation, allocation and monitoring to ensure most effective use of resources,
 - Ensuring acquisition and maintenance of appropriate therapeutic supplies and equipment, and psychological tests,
 - Monitoring mental health related contracted services through liaison with the Manager responsible for the contract, and acting as resource person to contracted agencies,
 - Monitoring delivery of sessional physician services to ensure required type and level of services are provided.
- Providing consultation on mental health issues to other staff, Team Leaders, Managers, community agencies and professionals;
- Interpreting the role of Child and Youth Mental Health Service to community groups/agencies;
- Representing MCFD Mental Health Services on appropriate committees.

40%

2. Provides supervision and clinical services as senior practitioner for children, youth and families with mental disorders in the catchments area by:
 - Supervising, training and recruiting mental health staff;
 - Establishing and monitoring high standards of clinical practice and service delivery to clients consistent with evidence based practice;
 - Ensuring that regular clinical audits/reviews of team's clinical records, and case reviews are performed pursuant to policy;
 - Ensuring that appropriate clinical supervision is provided in specialized areas (i.e. formal psychological assessments that includes psychological testing, administration of medication)
 - Relaying interpretations and instructions to Mental Health team members on the intent of policy, Acts, regulations, standards and procedures;
 - Evaluating staff training needs and ensuring that appropriate professional training and development is provided;
 - Establishing and communicating performance expectations to clinical staff in Child and Youth programs and evaluating staff performance;
 - Providing first step of appeal for clients;
 - Administering the collective agreements and may be designate respondent at Step 1 in the grievance process;
 - Coordinating administrative details with other Team Leaders including leave management, hours of operation, work schedules;
 - Functioning as a primary therapist for a small number of severe/complex cases;

- Ensuring the maintenance and completion of necessary systems of records, statistics and client information.

15%

3. In co-operation with community agencies and professionals, participates in the planning and delivery of community mental health/illness education and prevention activities to agencies, service providers and related groups on child and youth mental health disorders by:
 - Participating in assessment of education needs of various segments of the community;
 - Participating in developing, teaching, and/or delegating education programs;
 - Participating in developing and/or implementing prevention programs in the community.

5%

4. Other duties as assigned by the Manager

QUALIFICATIONS FOR THIS POSITION

Education

SPO: MSW (Clinical Specialty or equivalent training/education), MEd (Counselling), MA (Clinical Psychology), Master's Degree in Child and Youth Care or comparable graduate degree at Master's level.

Nursing: Master's or Bachelor's Degree in Nursing and licensed under the Registered Nursing Association of B.C. and/or the College of Registered Psychiatric Nurses of B.C.

Psychology: Ph.D. in clinical/applied psychology, and registered with, or eligible for, registration with the College of Psychologists of British Columbia

Required Experience

Minimum of 3 years post degree experience in the provision of mental health services to children, youth and their families. Preference will be given to those with additional experience in the provision of supervision, coordination or management of a program.

Knowledge of:

- Child and youth psychological, social and cognitive development;
- Developmental psychopathology and psychiatric disorders of children and youth;
- Diagnostic & Statistical Manual (DSM) of Mental Disorders and its clinical application;
- Well established accepted practices and evidence based clinical intervention methods and their appropriate applications, including medication;
- Professional ethics and approaches to resolve ethical dilemmas in the work with clients;
- Psychotropic medications used with children and youth and their side effects;
- Integrated Case Management;
- Basic knowledge of the application of standardized clinical measures in children, appropriate to the profession (e.g. Psychology; Clinical Social Work, Nursing, Mental Health Counselling, etc.).

Skills and Abilities:

- Ability to function independently, demonstrating sound clinical judgement as the senior clinician in the diagnosis and treatment of children and youth with mental health issues and disorders;
- Skill to direct staff in the application of suicide assessments and crisis interventions;
- Ability to establish and maintain effective collaborative and constructive liaisons/relationships with a variety of individuals and groups, including clients & families, physicians, schools, hospitals, other agencies, etc. in order to seek input, secure co-operation, resolve conflicts, influence outcomes and provide community consultation and education related to child and youth mental health issues;
- Ability to prepare and deliver appropriate, clear and concise communications, both orally and in writing, to a range of internal and public audiences;
- Ability to identify, analyze and assess emerging issues and develop and implement effective responses and/or strategies;
- Ability to apply professional ethics to the clinical and general work situation;
- Ability to effectively recruit, supervise, evaluate and motivate a diverse multidisciplinary team, from various professions involved in clinical assessment and treatment of children and youth in accordance with established human resource principles, policies, procedures and guidelines;

- Strong leadership skills to maintain an effective team environment that acknowledges diverse opinions and values the unique contributions of each profession, to deliver group objectives and enhance team outputs;
 - Ability to assume an administrative leadership role (i.e. manage budget, monitor contracted services, monitor delivery of sessional physician services, communicate performance expectations, interpret policy and regulations, administer collective agreements, provide first step of appeal for clients);
 - Good organizational skills;
 - Ability to work in a computerised environment.
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The following knowledge factor must be learned on the job within the first six months and will be assessed through the individual Employee Performance and Development Plans:

- Knowledge of the Child and Youth Mental Health Plan for British Columbia and mental health service delivery systems in the Province;
- Knowledge of the community, regional, cross regional, and provincial child & youth mental health services, including how to access/refer clients to available resources;
- Knowledge of relevant legislation including British Columbia's: Mental Health Act, Infants Act, and Freedom of Information & Protection of Privacy Act.

Provisos

Successful applicant subject to police record check and criminal record review.

Transportation arrangements must meet the operational requirements of the Ministry.