



**Top of the World Ranch Treatment Centre
Fort Steele BC**

Job Description; Clinical Director

Job title; Clinical Director
Reports to; Executive Director
Salary Range; TBN

Summary

Under the supervision of the Executive Director, this position is responsible for providing assistance in all clinical aspects of substance programming for Top of the World Ranch Treatment Centre. This position assists in development, implementation and review of programs that address substance abuse issues for the clients and performs direct services to clientele enrolled in our programs. These services include but are not limited to: Case management, documentation, assessments, individual and/or family counselling, facilitation of therapy groups, and psycho-educational programs. This position is responsible to provide leadership and supervision of a multidisciplinary clinical team.

Essential Duties and Responsibilities: includes the following, and other duties may be assigned.

- Assist in the continued development of a comprehensive residential program for clients that enroll with Top of the World Ranch Treatment Centre.
- Assists in establishing and maintaining procedures to ensure proper residential treatment.
- Provides supervision to all clinical staff.
- Provides leadership and expertise as an integral part of a multidisciplinary team of clinicians and counselors.
- Provides supervision for the entire clinical program.
- Follow established procedures and document proper oversight of residential treatment services.
- Remain current on legislation and regulations that affect residential treatment services and respond accordingly
- Performs psychological evaluation assessments, DSM diagnosis, and treatment recommendations.
- Performs drug, alcohol, and process addictions assessments for residential services, so long as no conflict of interest exists, and provides referral sources with service recommendations.
- Provides substance abuse treatment and any other identified services to clients and their families on a residential basis.
- Provides the final decision on clinically related issues.
- Monitors and documents progress of clients.
- Prepares and submits reports as deemed necessary.
- Participates in any quality assurance program and seeks to continuously improve the program within fiscal and departmental parameters
- Assists in the guidance of conflict resolution when necessary.
- Other duties as assigned



Knowledge skills and abilities

- Expert knowledge of addiction and specific attention to characteristics and behaviours of both individual and groups.
- Expert knowledge in the treatment of PTSD and trauma.
- Knowledge of computer software programs, as well as utilization of a case management program.
- Ability to lead a diverse team of clinicians
- Knowledge of modern addiction treatment services and programs.
- Working knowledge of the DSM IV.
- Working knowledge of assessment tools including but not limited to; ASI, psychological evaluations.
- Ability to work with diverse populations of clients.
- Ability to maintain a harmonious working relationship with various agencies, as well as departmental personnel.
- Ability to facilitate groups and individual treatment for adults.
- Ability to work therapeutically with individual clients and their families
- Ability to conduct clinical assessments and write clear and concise reports.
- Ability to separate emotional involvement and make necessary referrals to other agencies and/or providers, as deemed necessary.
- Ability to maintain confidentiality at all times, unless under subpoena, or by written permission of the client.
- Ability to operate a computer with a moderate level of proficiency
- Skills in communicating clearly both written and verbal.
- Skills in working in a diverse work setting.

Language skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of clients or employees of organizations.

Education and Experience

- A Registered Clinical Psychologist. Eligibility for registration in other relevant professional associations.
- Minimum of 5 years demonstrated clinical supervision experience, in an addiction related field.
- Experience in providing leadership and supervision with a multi-disciplinary team.
- Knowledge in evaluation strategies and outcome research
- Any other combination of experience or education in addiction treatment that would suggest a level of proficiency in this field.
- Ability to pass an extensive criminal background check.

Initial ***** _____

Initial Top of the World Ranch Treatment Centre LTD _____