

Founded in 1978, the House of Sophrosyne offers community and residential programs to help women struggling with substance abuse. Based on the philosophy of empowerment that offers women the tools for leading full, productive, and balanced lives. The House of Sophrosyne believes women require unique, supportive programs that offer a holistic approach to treatment through evidence based practices.

Reporting to the Executive Director, House of Sophrosyne's Program Director supports the functions of the Board and Executive Director in implementing the organization's strategic directions, goals and objectives. The Program Director is responsible for provision of clinical supervision of staff as well as being responsible for qualitative and quantitative measure of all programs. The Program Director works as a member of the Management Team, overseeing the daily quality and care of all clients and ensuring all programs remain relevant.

Programs and Services Management

- Develop programs and services for women who misuse substances, their children and those directly impacted by the addictions of others
- Monitor and evaluate programs and services through measurable objectives
- Ensure services consistently meet/exceed industry standards of excellence in quality, efficiency and safety
- Represent the agency on various committees/planning tables and ensure the organization complies with best practices
- Engage in approved public speaking and community education activities
- Involve team members and stakeholders in the implementation of programs and services
- Schedule and supervise all out-side service providers
- On-call responsibilities and designate in the absence of Executive Director/CEO

Team/Student Placement Supervision

- Manage and inspire a team to advance employee engagement, collaboration, and to maintain a high-performing and accountable organization
- Assist in the hiring, training, and orientating of new caseworkers, counselors, childcare workers and student placements in compliance with legislative requirements, the Collective Agreement and agency policies
- Ensure all staff remain current with new information pertaining to women and addictions
- Convene regular meetings/case conferences with counseling staff and maintain ongoing communications with the ED/CEO and other management
- Provide on-site and on-call supervision/decision-making for team members (evening and weekends)
- Implement employee engagement and retention strategies to identify and prevent compassion fatigue and burnout
- Perform staff evaluations as well as disciplinary measures and ensure scope of practice and ethical guidelines are adhered to
- Provide field supervision of Social Work Student placements and liaise with academic advisors
- Foster a positive labour relations environment

Administration

- Collect, record, monitor and analyze statistical data
- Prepare and submit reports related to programs and services
- Approve program expenses within budgetary guidelines
- Scheduling of all supervised staff

- Perform regular file audits and ensure files are kept in a secure and confidential manner

Qualifications and Experience:

- Bachelor's degree in social work, psychology, or other related field with a combination of 5+ years of progressive leadership experience
- Experience leading complex, dynamic, and multi-disciplinary teams effectively
- Strong leadership skills and the ability to hold teams accountable
- Knowledge of legislation, provincial policies and direction in relation to Mental Health and Addiction services and the not-for-profit sector
- Strong sense of ethics and integrity
- Excellent oral and written communication skills with an ability to handle difficult situations with professionalism
- Superior organizational skills; detail oriented and able to manage priorities and demands in an environment with high expectations and competing priorities
- Able to build and maintain effective relationships and partnerships with a range of internal and external stakeholders
- Previous experience working in a unionized environment is considered an asset
- Experience with program development including implementation and evaluation
- Strong financial and reporting skills
- Knowledge of Non-Violent Crisis Intervention or De-escalation
- Understanding of Case Management, counselling, group facilitation
- Experience with outreach, prevention and health promotion
- Bilingual (French and English) is considered an asset
- Flexibility to work evenings and weekends

For more information on House of Sophrosyne, please visit the website at <https://sophrosyne.ca/> . If you have the qualifications and are interested in applying for this position, please forward a copy of your resume in confidence to Alex Smith, Recruitment Specialist, Logic Executive Search and Workplace Solutions at alex@logicexecutivesearch.com.

To speak with one of our Executive Recruiters, please contact us at 1-877-227-9548. We thank all those that apply for this role, however, only those selected for an interview will be contacted. Logic Executive Search and Workplace Solutions is committed to providing accessible employment practices that follow the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation during any phase of the recruitment process, please let our recruitment team know.