



Aboriginal Housing Management Association  
Celebrating 25 Years

## JOB DESCRIPTION – CLINICAL SUPERVISOR/EDUCATOR

External Posting /April 2024

**Please submit your application to:**  
**[jobs@ahma-bc.org](mailto:jobs@ahma-bc.org)**

*This posting will remain open until the position is filled.*

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

### About AHMA

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in urban, rural and Northern housing. We oversee the administration of operating agreements between housing providers and Aboriginal housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the Housing Providers we serve.

To learn more about AHMA and what we do, please visit our website at:  
[www.ahma-bc.org](http://www.ahma-bc.org)

### Overview:

Ha7lh skwáyel– Squamish for "Good morning/afternoon."

### JOB SUMMARY

Reporting to the Health and Housing Manager, the Clinical Supervisor/Educator in Indigenous-led Complex Care Housing, plays a pivotal role in overseeing and guiding the clinical work of staff members, ensuring adherence to professional standards, protocols, and regulations. The position provides supervision, support, and mentorship to clinical and support staff, fostering their professional growth and development while maintaining high-quality client care. The role requires strong leadership skills, clinical expertise, and a commitment to upholding ethical standards within the healthcare or mental health setting.

### Who we are looking for:

For a full listing of the Clinical Supervisor/Educator's Key Responsibilities and preferred Knowledge, Skills, and Abilities, please see the full job description below.

### Training, Education, and Experience

- Master's preferred or bachelor's degree with equivalent experience (may be considered) in psychology, nursing, social work, counseling, or a related field.
- Current licensure as a psychologist, clinical social worker, nurse, counselor, or other relevant clinical licensure.
- Demonstrated clinical experience in a healthcare or mental health setting, preferably in a supervisory or leadership role.

*(A combination of education and experience may be taken into consideration)*

*Note: This position oversees and supports staff in multiple programs across British Columbia. Remote and in-person work is required in addition to travel and on call responsibilities.*

### Critical Success Factor:

The core of our business is serving the Indigenous community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Indigenous people and culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Indigenous ancestry or working closely with Indigenous communities. Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – Squamish for "We are thankful to you all."



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## CLINICAL SUPERVISOR/EDUCATOR

### *Job Description*

Reports to: Health and Housing Manager

New: April 3, 2024

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### Key Responsibilities *(including but not limited to)*

#### 1. Supervision and Guidance

- Provides clinical supervision to therapists, counselors, social workers, nurses, and other clinical staff.
- Conducts regular individual and group supervision sessions to review cases, provide feedback, and offer guidance on clinical interventions.
- Monitors the clinical work of staff members to ensure adherence to best practices, ethical guidelines, and organizational policies.

#### 2. Professional Development/Clinical Education

- Provides clinical education, training, and mentorship to clinical and support staff in Complex Care Housing.
- Supports the professional growth and development of clinical staff through ongoing training, mentorship, and skill-building activities.



- Identifies learning needs and opportunities for staff members and facilitates relevant training sessions or workshops.
- Encourages the pursuit of licensure, certifications, and continuing education among clinical staff.

### 3. Quality Assurance

- Ensures the delivery of high-quality clinical services by monitoring client outcomes, session notes, and treatment plans.
- Conducts case reviews and provide constructive feedback to staff members to enhance clinical effectiveness.
- Collaborates with other departments to develop and implement quality improvement initiatives.

### 4. Clinical Consultation

- Serves as a resource for clinical staff, offering consultation on complex cases, treatment strategies, and ethical dilemmas.
- Provides crisis intervention support and guidance to staff members as needed.
- Fosters a collaborative and supportive team environment conducive to effective clinical practice.

### 5. Documentation and Compliance

- Oversees the maintenance of accurate and up-to-date clinical documentation, including progress notes, treatment plans, and assessments.
- Ensures compliance with regulatory requirements, accreditation standards, and confidentiality policies.
- Assists in the development and implementation of policies and procedures related to clinical documentation and compliance.

## EDUCATION, CERTIFICATION and EXPERIENCES:

- Master's preferred or bachelor's degree with equivalent experience (may be considered) in psychology, nursing, social work, counseling, or a related field.
- Current licensure as a psychologist, clinical social worker, nurse, counselor, or other relevant clinical licensure.
- Demonstrated clinical experience in a healthcare or mental health setting, preferably in a supervisory or leadership role.
- The employer may consider an equivalent combination of education, certification and experience.



## KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of evidence-based treatment modalities, assessment tools, and diagnostic criteria.
- Excellent communication, interpersonal, and leadership skills.
- Ability to provide constructive feedback, resolve conflicts, and motivate clinical staff.
- Proficiency in clinical documentation and compliance requirements.
- Commitment to ongoing professional development and staying abreast of industry trends and best practices.

## Preferred Qualifications:

- Experience working with diverse populations and addressing issues related to cultural competence and equity.
- Previous experience in program development, implementation, or evaluation.
- Certification or training in supervision, leadership, or related areas.
- Familiarity with electronic medical record (EMR) systems, PharmaNet, CareConnect, and other technology platforms used in clinical practice.

## JOB DEMANDS

This position oversees and supports staff in multiple programs across British Columbia. Virtual/remote and in person work is required in addition to travel and on call responsibilities. Travel and in person duties are required during initial implementation of programs and then sporadically throughout the year based on the needs of each program. Most other work is performed remotely. Other travel may be required for in person meetings.

## CRITICAL SUCCESS FACTOR

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