

**HEALTH SCIENCES CENTRE
JOB DESCRIPTION**

DATE: February 26, 2015

POSITION TITLE: COORDINATOR - FAMILY THERAPY
SERVICE

JOB CODE: 30001454
UNION: MAHCP

DEPARTMENT: MENTAL HEALTH PROGRAM

SUPERVISOR'S TITLE: Director Of Patient Services - Mental Health Program

SUPERVISORY RESPONSIBILITIES: (XX) **None**
Number Titles of those supervised

EDUCATION:

- Masters Degree in Marriage and Family Therapy, Counselling or an equivalent Masters Degree as recognized by the Centre, required.

SPECIAL TRAINING:

- Postgraduate training in specialized clinical services preferred.

EXPERIENCE:

- Minimum of four years recent related clinical experience, required.
- Previous experience teaching other healthcare professionals and/or students, preferred.

OTHER:

- Varied knowledge base in systems theory and schools of family therapy.
- Excellent interpersonal and written and verbal communication skills.
- Ability to work cooperatively with other disciplines and demonstrate professional judgment and initiative.
- Demonstrated teaching skills.
- Ability to adapt readily to changing demands and situations, and in turn, exercise appropriate judgment.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Must be in good physical and mental health
- May encounter aggressive and/or agitated client/visitors/staff.
- May be exposed to infectious diseases, blood and body fluids, toxic materials, noise, allergens, physical and emotional stress.
- May be occasionally required to work extended hours

- May be required to work a variety of shifts including weekends

LICENCES, REGISTRATIONS:

- Must be registered with the applicable licensing body.

MAIN FUNCTION: (In Order of Importance):

Reporting to both the Director of Patient Services - Mental Health Program, and the Medical Director - Family Therapy Program (for clinical & teaching components), the Coordinator - Family Therapy Service is responsible for:

1. Supervising and teaching residents, medical students and members of other healthcare disciplines in the theory and practice of Family Therapy; participating in the evaluation of teaching programs; integrating education and clinical practice in the area of Family Therapy; and developing educational materials.
2. Providing expert consultation and guidance to other healthcare professionals and students through clinical leadership, mentoring, education, evaluation and research.
3. Contributing to the development and improvement of Family Therapy services by examining, developing, refining and evaluating the body of specialized knowledge and the clinical practices associated with the client population.
4. Providing advanced professional family therapy assessment and interventions to clients.

ILLUSTRATIVE EXAMPLES OF ACTIVITIES OF POSITION:**EDUCATION (10 – 20%)**

- implements and evaluates education programs in Family Therapy in collaboration with the Medical Director of Family Therapy.
- facilitates use of educational resources and materials in the area of Family Therapy for psychiatry residents, medical students and members of other mental healthcare disciplines.
- assists other healthcare professionals and their students with their educational programs.
- conducts theory/process seminars with residents.
- acts in a co-therapist role with Family Therapy Program faculty and trainees.
- participates in the evaluation of Family Therapy teaching programs and assessment and evaluation of learners.

- assists residents with the charting of patients.
- plans and implements a program for continuing self development.
- promotes a spirit of critical inquiry into all aspects of clinical practice and teaching of Family Therapy.

CLIENT CARE (50 – 60%)

- receives referrals from various Mental Health services.
- assesses students' academic needs and the needs of the family and matches accordingly.
- works with healthcare professionals to collect the necessary background information on the families that will be seen.
- participates in the intake process, with reference to the families that are to be seen in Family Therapy.
- ensures adequacy of charting on patients seen in Family Therapy, specifically assessment and intervention.
- provides direct service to families as primary or co-therapist.

CLINICAL RESOURCE/CONSULTANT (5-10%)

- serves as a resource and mentor and provides consultation to residents, medical students and other healthcare professionals and students regarding Family Therapy; informs them of best practices in Family Therapy.
- provides orientation and education to colleagues, groups and students associated with other professions, using a primary focus of implications of illness, trauma and psychosocial issues on clients, families and communities, as well as the role and function of Family Therapy.
- provides clinical teaching and field instruction to Family Therapy students.
- assists profession and program with needs assessment, planning, implementation and evaluation of professional in-service education.
- provides consultation to members of facility staff, community agencies and other persons or groups who are seeking guidance in efforts to work with specific clients and or client problems.

- provides consultation to peers within area of expertise.
- participates in program and professional service planning and establishing clinical goals and objectives.
- advocates for, assists in developing, or establishes resources to meet client needs when gaps in service exist; identifies gaps in service and utilizes understanding of system theories to solve problems; involves appropriate persons within systems to problem solve and act.
- functions as a resource to colleagues in developing relevant clinical services.
- participates in developing and implementing new services.
- provides the Manager (or Designate) with information relevant to staff development needs and performance issues and participates in the performance review process as required.
- contributes to the knowledge base of the profession by sharing expertise, knowledge and practical experience through presentations and publications.
- develops opportunities, plans, provides and evaluates education for clients and families with a focus on Family Therapy and ensures that education is appropriate to the level of comprehension of the receiver.

QUALITY (5-10%)

- uses research based best-practice information to guide client care.
- informs manager of political, social, legal sensitive case situations.
- identifies practice issues that require formation or revisions of policy and/or guidelines.
- seeks to improve processes within scope of responsibility.
- applies infection control routine practices.
- adheres to employer policies.

RESEARCH (5-10%)

- participates in the development and evaluation of evidence based practice.
- participates in the evaluation of the clinical service, innovations and changes, and outcomes.

- participates in the development and implementation of research protocols and activities in collaboration with other professionals.
- conducts evaluations and operational research.
- initiates and executes research and disseminates results as requested.

PROFESSIONAL DEVELOPMENT (5-10%)

- maintains current knowledge in practice area by reviewing professional literature, consulting with other professionals and actively participating in relevant educational programs; develops ongoing learning goals in consultation with supervisor.
- applies new information to practice.
- completes specified number of hours annually as per licensing requirements.
- contributes to the continuing professional education of peers and colleagues.
- carries out critical self-evaluation and sets learning goals on an annual basis.

SAFETY (ONGOING)

- maintains responsibility for personal and client safety at all times.
- contributes to a safe work environment and culture of safety.
- maintains knowledge of emergency procedures and acts upon them when necessary.
- reports any hazardous conditions or equipment and takes action to address when appropriate.
- adheres to all workplace health and safety regulations, policies and safe work practices.
- completes all mandatory safety education sessions and re-certifications (e.g. CPR, Workplace Hazardous Materials Information System (WHMIS), Routine Practices).
- reports any untoward incidents to the manager.
- ensures the safety and rights of individuals and families in high-risk situations by adhering to legislation, policy, protocol and guidelines.

OTHER (2-5%)

- complies with workload measurement requirements.
- attends staff meetings and Family Therapy profession meetings; participates on standing or special committees of the program or profession. Provides leadership/chairs standing or special committees of the program or profession.
- participates in community health and social organizations as related to the interests of clients and the facility, and as agreed upon with the manager, and provides education on topics within family therapy scope of practice.
- prepares necessary reports and correspondence in the appropriate format; meets deadlines; and handles sensitive client information with confidentiality and discretion.
- provides input into peer performance reviews as requested.
- performs other duties related to the job as required, not exceeding the stated skills and capabilities.
- adheres to all safety and health regulations and safe work practices.