

Flourish with Carya



Clinical Supervisor

Since 1910, Carya has been responding to the evolving social needs of the Calgary community.

Today, Carya impacts the lives of thousands of Calgarians through a range of comprehensive, barrier-free programs and services that enhance mental well-being, strengthen families, improve living conditions, and create meaningful social connections. We walk alongside our community, nurturing the unique strengths, abilities, and talents that individuals, families, and communities already possess to overcome adversity and build strong foundations for their futures.

ABOUT THE ROLE

Locations: Central Commons, 800-1000 7 Ave SW, Calgary, AB

Salary: \$69,600 - \$90,000

Full Time Regular: 37.5 hours per week

The **Clinical Supervisor** is a key member of Carya's multi-disciplinary team, responsible for ensuring high-quality program and service delivery to Calgary's citizens. The **Clinical Supervisor** works closely with the Manager to oversee daily program operations, ensuring participants receive professional and effective services. In partnership with the Manager, they implement program initiatives, drive service improvements, and ensure service targets are achieved. Additionally, they contribute to departmental and organizational strategic planning, supporting the overall success of Carya's mission and objectives.

WHO YOU ARE

- A proactive self-starter who likes to get creative and support on diverse deliverables.
- An organized and critical thinker who can visualize organizational goals and progress towards them.
- A creative collaborator who values professional relationships, belonging, kindness and diverse perspectives.

WHAT YOU WILL DO

- Establish and maintain collaborative working relationships with various systems and partners to build capacity, knowledge, and resiliency.
- Provide supervision, training, and consultation to staff on topics relevant to the department and/or agency.
- Deliver direct feedback and written performance evaluations to staff.
- Ensure staff maintain files in accordance with agency standards and keep supervisee files current and up to date.
- Oversee clinical and/or community service programming.
- Provide regular supervision to staff, offer consultation on urgent matters, and inform the Director of Programs of critical issues.
- Collaborate with staff and partners to develop programs and practices informed by ethical guidelines and best practices.
- Work with the Manager of Counselling to oversee evaluation processes, ensuring funder requirements are met and programs engage in continuous improvement.
- Collaborate with the Manager of Counselling to complete required program reports and assist in creating proposals related to these programs.
- Stay informed on current research and best practices through professional development opportunities and apply this knowledge within the agency.
- Lead and facilitate regular meetings for your team and ensure meetings support the delivery of quality human services while improving communication, teamwork and integration goals.
- Attend and/or lead scheduled department, agency, community and collaborative meetings, as required.



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- Follow ethical guidelines as outlined by your professional association, if not a member of any professional association, the ACSW Code of Ethics will apply.

This task list is not intended to be exhaustive, and other tasks may be identified from time to time.

HOW WE LEAD

As leaders within the agency, our supervisors take on responsibilities beyond their core roles. Below is a brief overview of these responsibilities, which are detailed further in the internal job description:

Leadership - As part of the Impact Leadership Team, supervisors model collaboration, emotional intelligence, and innovation while fostering a culture aligned with Carya's values and strategic goals.

Strategy - Supervisors contribute to strategic planning, identify emerging challenges, and implement informed solutions to drive quality programming and align with organizational objectives.

Delivery of Quality Human Services - Supervisors lead program teams to achieve outcomes, oversee training and evaluation frameworks, ensure compliance with standards, and adapt programs for effective service delivery.

Partnership - Supervisors build and maintain collaborative, mutually beneficial relationships with partners, funders, and the community to enhance Carya's impact and reach.

Administration - Supervisors manage staff, budgets, and departmental processes to ensure resources are used effectively and policies are consistently implemented.

Communications - Supervisors maintain professional relationships, support organizational branding, and ensure clear communication internally and externally while representing Carya.

WHAT YOU BRING

- **A master's degree in Social Work, Psychology, or Counselling Psychology is required.**
- Active registration in good standing with the Alberta College of Social Workers (ACSW), the College of Alberta Psychologists (CAP), or a Canadian Certified Counsellor (CCC) designation through the Canadian Counselling and Psychotherapy Association (CCPA).
- A minimum of 5 years of directly related experience working with families and people of all ages in a counselling environment
- Experience in supervision, research, and/or grant writing is a strong asset.
- Exceptional written and verbal communication skills.
- Experience in group education methodology, teaching, program design, and various theoretical frameworks, including developmental, learning, family systems, and group theory.
- Some experience with leadership and team development.
- Strong attention to detail and the ability to maintain discretion and confidentiality in all circumstances.
- Advanced proficiency in Microsoft 365, particularly SharePoint, Word, Teams, and Outlook; familiarity with Excel is required.
- Experience with client management programs, outcome data collection, and data analysis is essential.
- Working experience in the non-profit sector.



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WHY JOIN TEAM CARYA

When you join team Carya, you are joining over 100 passionate professionals who exemplify our values of *Respect, Kindness, Creativity, Collaboration, Belonging, Wellness*. Our employees are the heart of our organization and work collaboratively to meet the unique and evolving needs of over 40,000 Calgarians.

At Carya, we take care of our people and proudly provide our employees with:

- Exceptional work life balance including paid vacation time off, personal time off each month and office closures during the year.
- A supportive and flexible work environment that includes professional development opportunities.
- A focus on health and wellbeing including access to virtual mental and physical health supports, employer paid extended health benefits, dental benefits, an annual health spending account and Employer matched RRSP contributions.
- Recognition that peoples are a combination of many intersecting identities; we work to cultivate an environment that welcomes the whole person and harnesses the strength that is available in our diversity, creating a rich and inclusive workplace.

The successful applicant will receive a comprehensive total compensation package including:

- Employer-paid premiums for extended health benefits and 50/50 share of dental premiums.
- Up to 7% RRSP matching.
- Annual Health Spending Account.
- Three (3) weeks paid vacation pro-rated to start date and eligible for use in the first year of employment.
- Monthly Personal Time Off (PTO) day.
- Paid office closure days between Christmas and New Year.
- Discretionary Day of Observation each year for use on a day that is of personal significance.
- Agency provided property as needed by the role.

CLOSING DATE

Until a suitable candidate is found.

HOW TO APPLY

1. Please submit a single PDF containing your cover letter and resume with your name as the file name.
2. Email your file to HR@caryacalgary.ca with the job title in the subject line.
3. Applications submitted without a cover letter will not be considered.

We thank all those who expressed their interest, however only those selected for an interview will be contacted.

Equal Employment Opportunities, Requesting an Accommodation, and Other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal-opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact People & Culture by email at HR@caryacalgary.ca in advance of your interview.



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The successful candidate must satisfactorily complete a Police Information Check with Vulnerable Sector Search and Child Intervention Record Check.

Carya – Nurturing the Potential in Every Calgarian



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