



## Wolf Creek Public Schools

# Director - SSW Clinical Lead & Mental Health Supports (Competition #S1920-1532)

Job Code: 3853973

[The Wolf Creek School Division](#)

### Education Services

Kevin Newman  
Assistant Superintendent

6000 Highway 2A  
Ponoka, Alberta T4J 1P6

Phone (403) 783-3473

## Job Details

### Position Summary:

The Director of Education Services, SSW Clinical Lead and Mental Health Supports, is responsible for day-to-day leadership and supervision of the School Social Work and Family School Liaison Team, including managing staff, program delivery, and community partner relationships.

### Assignment:

- Full-time 1.0 equivalency Director Position
- Duties to commence November 18, 2024, or at a later mutually agreed upon date.
- This position is located at Wolf Creek Public Schools, Division Office in Ponoka, AB.

### Responsibilities:

- Provide leadership & clinical supervision to 22 School Social Workers (SSW) and Family School Liaison Workers (FSLW)

- Provide leadership and supervision to 4 Social Emotional Learning (SEL)

#### Facilitators

- Provide ongoing guidance and consultation for the teams as well as

#### Administrators in the School Division

- Leadership in the development and delivery of all programming
- Ensuring that clinical best practices are followed
- Ensure high-quality record management through the electronic record system
- Program development and evaluation
- Recruitment, onboarding, training, and mentoring new staff while ensuring their performance is compliant with policies, procedures and protocols
- Evaluating staff performance and identifying areas of strength as well as areas of improvement or concern
- Administrative duties such as setting schedules, approving timesheets and expense claims
- Responsible for budget for staffing, program operation, expenditures
- Responsible for applications, budget, and reporting
- Provide mental health consultation, support and advocacy for students and families

- Promote and facilitate team building
- Collaboration with service providers regarding mental health prevention, promotion and intervention
- Coordinate relevant training and support operationalization of supports including Suicide Risk Assessment and VTRA
- Collaborate and advocate with community resources and agencies to provide supports and programming for students, families and schools
- Provide crisis response; organize and deploy a crisis response team; debrief
- Act as the point person and referral source for specialized programs
- Provide leadership, consultation and support to the School Resource Officer team as well as program evaluation
- Ensures effective communication & follow up with the Assistant Superintendent on any relevant issues

**Required Qualifications:**

- Master's degree in clinical psychology or social work (with psycho-social intervention designation preferred)
- Current registration in good standing with professional college identified under the Health Professions Act
- Experience providing leadership and supervision to a large and diverse team
- Excellent communication, interpersonal, and collaborative problem solving and organizational skills
- Demonstrated ability to work collaboratively with stakeholders, families, students and team members

**The Role Description is [LINKED HERE](#) for your review.**

Please quote the competition number in the subject line of your email message. Interested candidates are invited to submit a resume, including the name and contact information of 3 supervisory references, to:

**Mr. Kevin Newman**, Assistant Superintendent of Education Services

Wolf Creek Public Schools

6000 Highway 2A Ponoka, AB T4J 1P6

Phone: (403) 783-5441, ext. 1305

**Email:** [kevin.newman@wolfcreek.ab.ca](mailto:kevin.newman@wolfcreek.ab.ca)

**Please Note:** The successful applicant will be required to provide, at his/her own expense, Vulnerable Sector Check (current within 6 months) within twenty working days of an offer of employment.

