

Clinic Director

Department of Psychology, Queen's University

Job Summary

Reporting to the Head of Psychology, and in consultation with the Chair of the Clinical Psychology Program and the Department Manager, the Clinic Director is responsible for providing management and leadership in the delivery of clinical services, training and supervising clinical psychology students, and Clinic operations. More broadly, the Clinic Director is responsible for operating a viable clinical service, which includes developing service contracts and determining priorities for the Clinic.

There may be opportunities to contribute to the academic mission of the Department, including through teaching or other academic activities, subject to applicable collective agreements, University processes, and approvals.

Job Description

KEY RESPONSIBILITIES:

- Set and execute the goals, vision, and strategy of the Psychology Clinic in terms of student training and community clinical service. In collaboration with the Chair of the Clinical Psychology Program and Department Head, ensure that the Clinic's strategic and operational plans are aligned with the priorities and goals of the Psychology Department.
- Provide clinical education and training opportunities for trainees at the university.
- Organize and supervise psychological assessments and treatments for Clinic clients. This may include directly providing psychological services with students observing, as well as supervising students providing services.
- Perform the controlled act of conveying diagnoses to Clinic clients consistent with the College of Psychologists and Behaviour Analysts of Ontario designation.
- Liaise with other departments on campus and represent the Clinic on committees and outside agencies related to clinical supervision and service delivery.
- Develop contacts and contractual relationships with the community to ensure a client base that prioritizes student training and is consistent with the strategic direction and priorities of the Clinic and Clinical Psychology Program.

- Review and analyze psychological reports, briefs, and other sources of clinical information and compose related correspondence and documents.
- Identify and determine how new advancements in the field can be applied to enhance clinical supervision and service provision.
- Support efforts to promote diversity, inclusion and equity.
- Plan, prioritize and manage the work of clinical employees (e.g., staff psychologists, paid clinical trainees), providing strategic advice and coaching to staff and students. Identify the need for staff resources, take a leadership role on Clinic staff committees and make effective recommendations regarding clinical employee selection. Manage clinical staff performance by establishing performance standards, review and evaluate performance, and assess staff training and development needs.
- In consultation with the Department Manager and Department Head, make budgetary and resource allocation decisions and optimize services and programs to ensure a balanced budget.
- Assess the overall performance and functioning of the Clinic in relation to the Strategic Plan and submit quarterly reports to the Department Head. In consultation with the Chair of the Clinical Psychology Program, identify opportunities and challenges in the Clinic, and develop plans to address them.
- Engage with alumni and Clinic donors, in collaboration with the Queen's Advancement team.

REQUIRED QUALIFICATIONS:

- Doctoral degree in clinical psychology
- Registered, or eligible for registration, as a Psychologist in Ontario.
- At least 2 years experience post-registration working in a clinical setting
- Knowledge of and experience in the assessment, diagnosis, and treatment of psychological disorders
- Demonstrated strong human relations skills, including supervisory and leadership skills, with the ability to foster a team approach to service activities
- Experience in developing, implementing, and evaluating programs
- Consideration will be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Strategic planning skills to provide leadership regarding directions for the Psychology Clinic.
- Excellent communication skills: oral, receptive; written, presenting.
- Excellent technical skills, with the ability to administer, score, and interpret psychological tests.
- Demonstrated leadership and supervisory skills, including an ability for directing and managing teams and individuals to foster a team approach to the provision of services to students.
- Strong interpersonal skills, with the ability to establish solid and effective

partnerships, internally and externally.

- Interest in and ability to consult with other health professionals in an interdisciplinary context.
- Excellent analytical reasoning, problem solving, and decision-making skills including the ability to identify, analyze, and propose solutions for existing issues as well as an ability to anticipate challenges in the future.
- Ability to organize and coordinate multiple tasks and responsibilities in a timely and responsive manner.
- Ability to work efficiently and effectively under pressure.
- Ability to make appropriate diagnoses of specific psychological disorders.
- Ability to provide psychological services and to supervise Master's and doctoral level trainees in the assessment and treatment of psychological disorders.
- Ability to supervise mental health professionals with diverse backgrounds.

DECISION MAKING:

- Make recommendations for long-term strategic and operational plans.
- Budgetary and resource allocation decisions, including determining priorities for the Clinic and optimizing services and programs in a fixed-resource environment.
- Identify and determine how new advancements in research in the field can be applied to enhance clinical supervision and the provision of service.
- Engage in high-level clinical decision-making for clients with complex diagnostic presentations.
- Decide which new services should be offered and/or how to improve existing services to enhance student training.
- Evaluate job candidates and make effective recommendations on suitable hires.

Employment Equity and Accessibility Statement

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity, diversity, and inclusion in the workplace and encourages applications from Black, racialized persons, Indigenous people, women, persons with disabilities, and 2SLGBTQI+ persons. In accordance with Canadian Immigration requirements, priority will be given to those who are legally eligible to work in Canada.

The University provides support in its recruitment processes to all applicants who require accommodation due to a protected ground under the Ontario Human Rights Code, including those with disabilities. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at hadmin@queensu.ca.

For more information about the position, please contact:

Dr. Kate Harkness, Head psychead@queensu.ca

Dr. Tim Salomons, Director of Clinical Training dct@queensu.ca

Please see the full job posting and instructions for applying here:

<https://www.queensu.ca/humanresources/apply-jobs>