



# NATIVE WOMEN'S SHELTER OF MONTREAL FOYER POUR FEMMES AUTOCHTONES DE MONTRÉAL



## EMPLOYMENT OPPORTUNITY

### Clinical Coordinator

The Mission of the Native Women's Shelter of Montreal is to provide a safe and supportive environment that strengthens cultural identity, self-esteem and independence for Indigenous women and their children. Our vision is to achieve balance through empowered healing.

- POSITION TITLE:** Clinical Coordinator
- TYPE OF POSITION:** 4 days a week
- LOCATION:** CONFIDENTIAL (downtown Montreal)
- SALARY:** \$36.00 an hour
- PROBATION:** Three (3) month probation period, after which an evaluation will be conducted.
- APPLICATION:** Please send a **cover letter, your Curriculum Vitae and two letters of reference** to the attention of:  
Nakuset, Executive Director  
[nakuset@gmail.com](mailto:nakuset@gmail.com)
- Only those meeting the requirements will be contacted.



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**POSITION TITLE: Clinical Coordinator**

## **Duties and Responsibilities**

Under the authority of the Executive Director, the Clinical Coordinator is responsible for the following tasks:

- Provide guidance to staff in relation to their clinical duties.
- Coordinate and chair weekly case management meetings with the resident psychotherapist
- Assign clients to appropriate staff
- Respond to crisis situations as they arise.
- Obtain updates from staff on duty regarding clinical interventions
- Provide support and discuss any difficulties or problems as they arise concerning clinical interventions
- Selecting and supervise stagiaire students
- Clinical training for new staff.
- Compile yearly statistics for the Agence de la Sante et des Service Sociaux
- Have a wellness plan in place to ensure personal well being
- Advise staff on their clinical decisions.
- React swiftly to emergencies and be on call.
- Other related duties as required by the Executive Director.

## **Requirements**

- Must have a completed a Bachelor degree in social work.
- Must demonstrate team work competence.
- Have strong leadership skills
- Ability to meet deadlines with minimum supervision
- Must be experienced with urban Indigenous populations
- Bilingualism in French and English.
- Have proficient computer skills.
- Excellent written and oral communication skills.
- Knowledge of an Indigenous language an asset.
- Indigenous candidates will be given priority.

**Only the applicants meeting the requirements will be contacted.**