



## **Dan's Legacy – Clinical Counselling Manager**

### **Position Summary:**

The Clinical Counselling Manager is responsible for the overall planning, coordination, implementation, and evaluation of the counselling program and social work department. Working closely with other program managers/supervisors, this role ensures the delivery of high-quality, ethical, and client-centred mental health and psychosocial services. The position combines clinical leadership, program management, staff supervision, and direct service delivery while fostering strong partnerships with community stakeholders.

**This Position Reports Directly To:** Executive Director

**Location:** 250-131 11th Street, New Westminster, BC, V3M 4C7 (with outreach across Metro Vancouver)

**Position Type:** Full-time

**Salary Range:** \$85,000 - \$87,000 per annum

### **Duties & Responsibilities:**

#### Program Leadership and Operations

- Lead the planning, organization, and coordination of the counselling program and social work department to ensure efficient and effective service delivery.
- Oversee implementation of clinical programs, ensuring optimal use of resources, and alignment with organizational goals.
- Develop and implement standard operating procedures and clinical protocols to support consistent, high-quality care.
- Monitor program performance and identify opportunities for improvement, innovation, and growth.
- Oversee administrative processes related to program operations, including scheduling, case load distribution, and service tracking.

#### Clinical Oversight and Service Delivery

- Provide direct clinical counselling services, maintaining a balanced caseload to ensure quality of care alongside managerial responsibilities.



- Ensure appropriate intake, referral, and discharge processes, with particular attention to high-risk and complex cases.
- Supervise clinical practices to ensure adherence to ethical standards and professional guidelines, including those set by BCACC, CCPA, and BCCSW.
- Maintain confidentiality and ensure all client information is managed in accordance with ethical and legal requirements.

#### Staff Supervision and Development

- Provide leadership, supervision, and support to therapists, and social workers, fostering a collaborative and accountable team environment.
- Oversee the clinical supervision of therapists and/or oversee clinical supervision structures when supervision is provided by an external service provider.
- Lead recruitment, onboarding, training, and performance evaluation processes in collaboration with the Executive Director and Human Resources.
- Identify staff development needs and coordinate internal and external training opportunities to build team capacity.
- Manage staff scheduling, workload distribution, and leave requests to ensure continuity of care.

#### Collaboration and Stakeholder Engagement

- Coordinate service delivery and referrals with internal programs and external community partners to ensure integrated, client-centered care.
- Collaborate with program managers and supervisors to address clients' mental health, psychosocial, and related needs (e.g., housing, food security, protection services, psychiatric care).
- Establish and maintain strong relationships with partner organizations and stakeholders.
- Attend and contribute to meetings with partners and stakeholders to ensure effective communication and service coordination.

#### Data Management and Reporting

- Lead the implementation and management of the ShareVision software system across the counselling and social work programs.
- Support other organizational programs in adopting and utilizing ShareVision effectively.
- Compile, analyze, and report program data to the Program Director to support decision-making and program evaluation.

#### Communication and Organizational Alignment



- Participate in regular meetings with the Executive Director to provide updates on program performance, emerging challenges, and opportunities.
- Liaise with leadership to determine staffing needs, including required qualifications and experience levels.
- Ensure alignment of program activities with organizational priorities and strategic objectives.

#### Other Duties

- Perform other related duties as required to support the ongoing needs and priorities of the organization.

#### **Qualifications & Requirements:**

- Master's degree in Counselling, Social Work, Psychology, or related field.
- Registration or eligibility for registration with a relevant professional body (e.g., BCACC, CCPA, BCCSW).
- Several years of progressive experience in clinical counselling and/or social work, including leadership or supervisory responsibilities.
- Demonstrated experience in program management within a community-based or non-profit setting is an asset.
- Strong knowledge of trauma-informed care, case management, and integrated service delivery models.
- Experience with data management systems (e.g., ShareVision) and program reporting.

#### **Working Conditions:**

- Combination of office-based (New Westminster), working from home and driving/community-based work at partner sites.

#### **About Dan's Legacy:**

Dan's Legacy provides trauma-informed and culturally sensitive counselling, outreach and job-skills training to youth at risk in Metro Vancouver. These young people, aged 15 to 25, are at significant risk of overdose, self-harm, homelessness, and suicide. In 2025, Dan's Legacy helped over 800 youth stabilize their mental health, and begin working towards their educational, employment and recovery goals. For more information about Dan's Legacy:

[www.danslegacy.com](http://www.danslegacy.com)



Dan's Legacy is an equal opportunity employer, and we attempt to hire employees who reflect the diversity of our clients; Indigenous, Black, Hispanic, South Asian and LGBTQ2S+ people are encouraged to apply. We respectfully and gratefully acknowledge that our work takes place on the unceded and traditional territory of the Coast Salish peoples.

All employees are required to be immunized against COVID-19 and other vaccine-preventable diseases. These include, but are not limited to, measles, mumps, rubella, Hepatitis B, whooping cough (pertussis), and chickenpox (varicella).

We understand that there may be circumstances preventing vaccination. Dan's Legacy will review accommodation requests from staff who can provide reasonable justification for not being vaccinated. Please be aware that your vaccination status for these preventable diseases may be requested for work in certain facilities and locations.

While Dan's Legacy does not formally request proof of vaccination at the start of employment, the Foundation may require this proof to be provided throughout your employment due to the nature of our work. As we work with vulnerable populations and occasionally operate in healthcare facilities, Dan's Legacy follows the same vaccination protocols as the Province of BC.