



CBT CLINICAL CASE SUPERVISOR JOB DESCRIPTION

JOB TITLE:	CBT Clinical Case Supervisor
DEPARTMENT:	Community-Based Treatment
REPORTS TO:	Senior Clinical Case Manager
HOURS:	40 hrs p/week (FT)
VACATION:	Accrue at 6%
BENEFITES:	GRRSP and Health Benefits Immediate Enrollment

JOB SUMMARY

Turning Leaf Support Services' Community-Based Treatment department is designed to provide person-centered supports to adults (or individuals transitioning to adulthood) who are living with intellectual challenges, developmental disabilities, and/or mental illnesses.

Reporting to the Senior Clinical Case Manager, the CBT Clinical Case Supervisor is responsible for the operations of all services provided to Turning Leaf participants within their assigned region. Specifically, the CBT Clinical Case Supervisor oversees the treatment/support services, management, and ensures that program objectives and individual support plans/contracts are developed, delivered, and maintained according to organizational standards.

PRIMARY DUTIES AND RESPONSIBILITIES

Administration and Documentation:

- Maintain up-to-date files on participant (static and dynamic information) as well as support worker supervision.
- Maintain daily process notes on Support Worker activities and multi-system interactions.
- Maintain Annual and Bi-annual reports on participants.

- Write incident reports in collaboration with Senior Clinical Case Managers.
- Assist the Clinical Case Managers in acquiring monthly timesheets.
- When necessary, oversee the financial management of participant funds and maintain accurate records of such financial management in collaboration with support workers.
- Oversee and maintain an awareness of cumulative health care of the participant (including general practitioner, dentist, ear and eye specialists, psychiatrist appointments)
- Maintain a list of accurate medications per participant.
- Report at-risk participant activities verbally (including via telephone) and in writing to Clinical Case Management

Support Supervision:

- In consultation with Support Team, develop an individualized support plan for the participant, using available data pertaining to the participant.
- Maintain an awareness (and record) of the participants' known diagnoses and symptomatic behavior Support plans to reflect the participant's mental health experience.
- In conjunction with support team, engage participant in a process of goal setting, planning and acquisition as it pertains to living safely and independently in the community.
- Assist staff with or direct a process of safety plan development.
- Participate in regular support team meetings.
- In collaboration with participant support team, address needs pertaining to participant transition as necessary.
- When deemed appropriate by the support team, be responsible for the planning and implementation of transition of participants to other programs within or outside of Turning Leaf (Inc.)
- Implement recreation/leisure programs and oversee the non-crisis management activities for participant as required.
- Supervise and schedule (as needed) Community Direct Support Professionals with assigned participants.
- Employing a person-centered approach, work with Community Direct Support Professionals to engage with their participants on a regular basis, as per proposal
- Assist the Community Direct Support Professionals with problem solving around providing direct service to their participants
- Other duties as assigned.

ESSENTIAL REQUIREMENTS

- 18 years of age or older
- A current resume
- Criminal Record Check (no older than six months)
- Adult Abuse Registry Check (no older than six months)
- Child Abuse Registry Checks (no older than three months)
- Valid C.P.R and First Aid Certificate
- A minimum of three years' experience in providing service to intellectually challenged adults and those experiencing mental illness.
- Preferred is an ability to incorporate the clinical literature pertaining to the population into practical approaches with the participants
- If applicable a valid driver's license and current driver's abstract and appropriate current vehicle registration.
- Completion of a Turning Leaf (Inc.) Orientation and Training package (as deemed appropriate by the COO of Community-Based Treatment)
- Three employment references.

EDUCATION

- Post-secondary education in Human Services is considered an asset

REQUIRED ATTRIBUTES

- Strong attention to detail and organization
- Ability to handle multiple projects and priorities in a professional and timely manner.
- Consistency with processes and daily tasks
- Self-starter and proactive approach in resolving problems and issues.
- Excellent oral and written communication skills
- Ability to read, analyze and interpret general information and data.
- Ability to interact with all levels of personnel.
- Treat all with dignity and respect, open and receptive to their needs
- Troubleshooting skills
- Ability to effectively present information in a clear manner, demonstrate procedures and respond to questions.
- An emphasis will be placed on field supervision and administration.

SUPERVISION

- Reports to Senior Clinical Case Manager

How To Apply

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their résumé to careersmb@tlservices.ca **by Wednesday August 19, 2026 at 4:00 PM.**

Turning Leaf welcomes applications from people with disabilities. Applicants with disabilities may request reasonable accommodation relating to the materials used and/or activities throughout the application and selection process. We thank all applicants, but only those being considered for an interview will be contacted.

Turning Leaf Support Services is committed to fostering and upholding an inclusive workplace that reflects the diversity of the communities we serve, including Indigenous Peoples. We believe in creating opportunities for everyone to thrive by embracing diverse perspectives, experiences, and identities. We encourage candidates from Indigenous communities, minoritized groups, underrepresented groups, and all walks of life to bring their unique talents to our team.