

Job Advertisement

University of Alberta - Assistant Dean, Community Wellness and Sexual Violence Supports

Competition No. - A100152594

Closing Date - Will remain open until filled.

The AVP (Student Experience) and Dean of Students support all students – undergraduate and graduate – in the pursuit of academic and personal success. The AVP (Student Experience) and Dean of Students collaborates with faculties, offices, and services across all campuses to deliver effective programming and provides leadership on university policies and initiatives. The Office of the Dean of Students coordinates many services that strive to create diverse and inclusive support in all stages of the student experience, including: academic resources, career and professional development health & wellness services, and community resources.

Reporting to the Associate Vice-President (Student Experience), the Assistant Dean, Community Wellness and Sexual Violence Supports is responsible for ensuring that members of the University of Alberta community, including students, have access to efficient and high-quality wellness programs and services. The Assistant Dean will work as part of the Dean of Students' (DoS) Senior Leadership Team to deliver and evaluate an integrated system of wellness supports that strengthen individual and community mental health and well-being, and deliver prevention and support services related to sexual and gender-based violence. The Assistant Dean provides tactical and operational leadership to the Community Wellness Supports unit and the Sexual Assault Centre (SAC), overseeing a multi-disciplinary team that includes psychological support and crisis management services for sexual and/or gender based violence survivors, community well-being programs, and health promotion and educational initiatives.

The Assistant Dean is accountable for the effective management of all aspects of the Community Wellness portfolio, including its programs, services, and operations. Major areas of responsibility include: management of personnel, strategic planning, decision making at both the unit and departmental levels, developing and monitoring the annual budget and strategic priorities for the assigned areas of accountability, community partnerships and engagement, overall service management, and contributing to special projects, where needed. The Assistant Dean provides support, connections, education, and choice as it relates to community wellness; and engages in crisis intervention support and works in partnership with the Office of the Vice-Provost (EDI) on the delivery of sexual and/or gender violence education and support.

Duties

1. Strategic Planning and Leadership

- Responsible for the overall development, implementation, and evaluation of specialized services in support of community wellness and sexual violence services for the University of Alberta campus community in the context of the University's strategic vision and other relevant strategic documents.
- Develops, implements, maintains, and evaluates strategic plans and initiatives for the Community Wellness and Sexual Violence Supports portfolio and ensures their alignment with the strategic vision for the Office of the Dean of Students (DoS) and Office of the Provost and VP (Academic).
- As a key member of the DoS Senior Leadership Team, works collaboratively to develop wellness programs and initiatives that enhance the university experience and meet the diverse needs of the community, which includes students, faculty, and staff.
- Plans and implements program changes, as required, to better serve the needs of the community, when gaps or improvements are identified.
- Manage a complex budget; identifies financial priorities of the portfolio to ensure effective and sustainable delivery of core activities of the Community Wellness and survivor support teams.

- Leads the development and implementation of efforts that measure the effectiveness of portfolio programs and services, and evaluates the current and future needs of the campus community in support of community wellness and sexual violence supports.
- Guides the development and approval of new policies, procedures, and practices related to Community Wellness, as required, and works in partnership with the Lead, Sexual and Gender-Based Violence Response on implementation of Sexual and Gender-Based Violence and other relevant policies and procedures.
- Works with AVP to set annual benchmarks, forecast future initiatives, and evaluate past strategic projects to advance the community wellness mandate of the portfolio.
- Provides regular reporting related to program information, usage statistics, successes and challenges, as well as client feedback, as needed by the AVP, project partners, external community partners, and grant funders.
- Maintain deep knowledge, skills, and competencies in the areas of student support, community engagement, health promotion, volunteer management, and innovative sexual violence support services.
- Accountable for the safety and legal liability associated with the operation and provision of the wellness services in the portfolio. Such risk and liability includes, but is not limited to financial risks, reputational risks, and regulatory compliance.

2. Human Resource Management

- Provides leadership and direction to a multi-disciplinary team, including health professionals, support staff, and volunteers.
- Fosters a collaborative environment in support of service delivery and professional growth and development.
- Chair regular individual and team meetings to facilitate communication, teamwork, problem resolution, and engage staff in planning and program activities, as appropriate.
- Accountable for the overall management of the Community Wellness and Sexual Violence Support staff and student volunteers, in accordance with human resource best practices and university policies and procedures, legislative requirements, professional college guidelines, and relevant collective agreements.

- Collaborates with the DoS General Manager and other senior leaders on matters related to staff development, performance management, and recruitment and hiring.

3. Service Management

- Maintains overall accountability for all Community Wellness Support and survivor support services, outreach, and the SAC education program, including individual and/or group counselling, educational workshop delivery, and outreach programming. Monitor staffing and clinical service needs, particularly as they relate to the Sexual Violence Psychological Support Team.
- Ensures effective and consistent service delivery related to sexual assault survivor therapeutic and crisis intervention support, and educational initiatives in support of community wellness and sexual violence survivor support across all three U of A campuses.
- Working in partnership with the Lead, Sexual and Gender-Based Violence Response, ensures that students and staff who are responding to complex disclosures of sexual violence and/or gender based violence have appropriate training and support.
- Works closely with the Counselling and Clinical Services unit as it relates to crisis intervention and psychotherapy using a multi-modal approach to service delivery.
- Plans, coordinates, and carries out ongoing training and services that support clinical growth and development and have relevance to the population primarily served by the SAC psychologists, namely post-secondary students.
- Serves as the SAC Privacy Officer on behalf of the AVP, ensuring that program policies, practices, and procedures are consistent with relevant legislation (e.g. FOIP, HIA, etc.).
- Maintains close relationships with the Helping Individuals at Risk (HIAR) services and
- the Lead, Sexual and Gender-Based Violence Response and operates as the contact point for disseminating critical and time-sensitive information to the support and response team regarding students of concern in accordance with applicable legislation.
- Manages requests from the campus community for outreach

programming involving educational, collaborative, and consultative services.

- Oversees and supports problem solving regarding daily service issues, including facility maintenance and resourcing; basic information technology issues; staff questions regarding service provision, applying various policy and procedures, addressing stakeholder and staff concerns, and managing complex client situations.

4. Oversight of Crisis Intervention Support, Systems Navigation, and Education

- Oversees the provision of specialized crisis intervention support; ongoing emotional stabilization and therapeutic bridging; and sexual assault and gender-based violence information and resources to individuals who have been affected by sexual and gender-based violence, including extensive follow-up sessions, through a variety of mediums (in-person, virtual, phone, and email), specifically to clients navigating complex situations.
- Where appropriate, assesses clients for potential risk of harm to self and/or others, makes appropriate referrals to relevant on- and off-campus resources, and reports information appropriately to relevant bodies (e.g., AVP, Dean of Students, Helping Individuals At Risk, Student Care Team, UAPS, Edmonton Police Services, etc.).
- Consults with members of the SAC Psychological Support Team on clients that are especially complex and sensitive and that may need to be escalated or that appear to be an emerging risk (moving towards imminent or urgent) and need to be referred to specialty services or agencies.
- Remains current on best and emerging practices, and all policies and procedures, with regards to anti-sexual and gender-based violence advocacy and crisis intervention support.

5. Campus and Community Engagement and Partnership

- Builds and maintains collaborative relationships and partnerships with other campus service providers, subject matter experts, and external community services (e.g., Sexual Assault Centre of Edmonton, Alberta Association of Alberta Sexual Assault Services)

to ensure the effective and seamless delivery of wellness services.

- Liaises with local, provincial, and federal officials to address service needs and advocate for community best practices and resources, in partnership with the Lead, Sexual and Gender-Based Violence Response.
- Works closely with the U of A's Lead, Sexual and Gender-Based Violence Response in the Office of the Vice-Provost, Equity, Diversity, and Inclusion to ensure an effective and coordinated institutional response to instances of sexual and/or gender-based violence experienced by individuals across the U of A's three academic campuses.
- Collaborates on delivering programs and initiatives with DoS senior leaders and students, staff, faculty, and those actively engaged in the work of Indigenization and equity, diversity, and inclusion.
- Collaborates with other campus and broader community partners who are responsible for community wellness, including but not limited to Health and Wellness Services, University of Alberta Protective Services (UAPS), Office of Safe Disclosure and Human Rights (OSDHR) Helping Individuals at Risk (HIAR), International Student Services, etc.
- Liaises with the Office of Advancement to collaborate on corporate and external advancement projects in support of community wellness and sexual violence support
- Works with AVP to research, prepare, and submit grant applications, reports and proposals that align with the values and strategic priorities of the portfolio, DoS, and the U of A
- Accountable for the development and implementation of grant evaluation frameworks and the analysis of data to ensure effective stewardship of funding and resources.

6. Special Projects and Activities

- Supports and implements broader communications initiatives regarding community wellness initiatives, anti-sexual and gender-based violence advocacy and sexual and gender-based violence prevention from the SAC.
- Serves on various working groups and committees with the aim of

improving the institutional prevention of, and response to, sexual and gender-based violence, as well as those furthering the project of equity, diversity, and inclusion more generally on campus.

Minimum Qualifications

- Minimum of a master's degree or extensive related experience in a related field (e.g., public health, social work, psychology, business administration).
- Three to five years providing specialized sexual and gender based violence specific crisis intervention or clinical support, implementing community health and wellness initiatives, and/or delivering sexual violence educational programming
- Demonstrated leadership skills, including strategic planning and financial management, with a focus on community health and interdisciplinary practice models
- Progressive supervisory experience, ideally in a post-secondary environment.
- Training, knowledge, and professional competencies related to the increasing complexity, severity, and chronicity of health and wellness concerns among post-secondary students.
- Knowledge of community resources available to individuals who have experienced sexual or gender-based violence, are in crisis, and/or are in need of specialized mental health services as well as the ability to facilitate appropriate client referrals.
- Comprehensive knowledge of university policies and procedures, including human resources, financial services, and supply management services.
- Experience administering confidential information in accordance with HIA and FOIPP Act
- Working knowledge of relevant federal and provincial legislation; governing policies and guidelines pertaining to mental health professionals and their respective professional associations; and applicable university codes, policies, and procedures.
- Highly developed problem solving, analytical, and critical thinking skills

- Extensive knowledge of business functions, including program evaluation, administration, finance and accounting, communications, human resources, risk management, marketing, quality assurance, and stakeholder engagement.
- Comprehensive interpersonal and project planning and leadership skills with the ability to provide feedback for improvement.
- Excellent written and oral communication skills with a focus on report writing, stakeholder engagement, and service documentation.
- Excellent emotional regulation skills required
- Working knowledge of the complexities associated with implementing programs and services rooted in decolonization, equity, diversity, and inclusion, and experience providing meaningful services to equity deserving groups.
- Interpersonal and management skills necessary to oversee a multi-disciplinary team comprised of psychologists, social workers, non-academic programming staff, and student volunteers.
- Ability to provide information and professional advice and direction to all levels of staff, including senior university administrators, staff, faculty, physicians, nurses, psychologists, social workers, and administrative team members
- Strong presentation, communication, and public speaking skills.

Preferred Qualifications

- Strong understanding of the Health Professions Act with the ability to innovatively navigate the nuances of a campus community wellness setting
- Experience in the health disciplines would be an asset.
- Significant related experience managing in a healthcare field would be an asset.

Location

- Edmonton, Alberta, Canada

Application Instructions

To learn more about this impactful leadership opportunity with the University of Alberta, please submit a comprehensive resume along with a cover letter in confidence to Jane Griffith (jane@griffithgroup.ca) and/or Caroline McLean (caroline@griffithgroup.ca) or visit: <https://griffithgroup.ca/university-of-alberta-assistant-dean-community-wellness-sexual-violence-supports/>

Canadian Citizens and Permanent Residents:

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. If suitable Canadian citizens or permanent residents cannot be found, other individuals will be considered. As part of the Temporary Foreign Worker Program requirements, the university must conduct recruitment efforts to hire Canadians and permanent residents before offering a job to a temporary foreign worker. To ensure we remain in compliance with these regulations, **please include the appropriate statement in your application "I am a Canadian Citizen/Permanent Resident" or "I am not a Canadian Citizen/Permanent Resident".**

At the University of Alberta, we are committed to creating an inclusive and accessible hiring process for all candidates. If you require accommodations to participate in the interview process, please let us know at the time of booking your interview and we will make every effort to accommodate your needs.

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.