

Chapter: **Staff Services**

Classification: **Public Document**

Subject: **Services and Role – Manager, Staff Wellness and Clinical Services**

For: **Correctional Services Division**


Authorized by the Executive Director

Policy

- 1 Correctional Services commit to prioritizing staff wellness and a positive workplace culture. As part of that commitment the Manager, Staff Wellness and Clinical Services (MSWCS) positions will be maintained, work proactively on wellness initiatives, provide prevention, intervention, and treatment services for correctional services employees

Position Scope

- 2 The MSWCS will maintain registration with their governing body and adhere to the standards for practice and code of conduct as set out by that governing body, and legislation and policy applicable to them as an employee of Correctional Services.
- 3 To ensure confidentiality of clients and maintain the integrity of the role, consultation regarding cases and clinical supervision of MSWCS will be provided by an external supervisor. The supervisor will be registered to their own governing body and have experience providing clinical supervision and therapy.
- 4 The MSWCS will
 - (a) provide clinical counselling to correctional services employees
 - (b) will identify and work to address gaps in support or services related to staff wellness within Correctional Services

Counselling Services

- 5 The MSWCS will provide counselling consultation, crisis counselling and therapeutic counselling to support work related concerns and/or personal life concerns that impact work.
- 6 Counselling offered by the MSWCS will be accessed on a voluntary basis and available free of charge to all correctional services employees.
- 7 To ensure accessibility and confidentiality, counselling space outside the organization's facilities and offices will be made available. The MSWCS will ensure this space meets the criteria laid out in the code of ethics of their registered body.
- 8 Counselling services will be offered

Chapter: **Staff Services**

Classification: **Public Document**

Subject: **Services and Role – Manager, Staff Wellness and Clinical Services**

For: **Correctional Services Division**


Authorized by the Executive Director

- (a) in person
- (b) via video conference using a secure platform as approved by the division
- (c) telephone

Confidentiality

- 9 The MSWCS will maintain confidentiality in line with their corresponding governing bodies. The limits of confidentiality include
 - (a) for the purposes of clinical consultation/supervision with the clinical supervisor and MSWCS
 - (b) when appropriate and with employee consent or a person legally authorized to consent on the staff members' behalf
 - (c) where there is a court subpoena for chart/clinical notes or summons for the clinician to appear before court
 - (d) where, in the clinician's opinion, there is a perceived foreseeable and imminent harm/danger to the employee, or the safety and security of a work environment
 - (e) where there is a duty to report incidents of child abuse, neglect, and harm to a vulnerable adult
 - (f) as otherwise required by law
- 10 Employee clinical records will be stored by the MSWCS in compliance with the code of ethics of their registered body and will be kept separate from the employee's personnel file.
- 11 The MSWCS may discuss reports made under the [Government of Nova Scotia Respectful Workplace Policy](#), if the report made involves the employee engaged in the discussion. These discussions are not considered a breach of confidentiality under the Respectful Workplace Policy.