



JOB POSTING

DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT

JOB TITLE: **ADDICTIONS WORKER**

The Okanagan Indian Band (OKIB) is looking to fill this important role within the Health and Social Development Department. The Addictions Worker provides drug and alcohol education, counselling and support to individuals, families and groups within the OKIB community. The Addictions Worker will facilitate workshops and present to various groups educating about addictions, resources and promoting healthy lifestyle steps and pathways.

The OKIB offers a welcoming team environment and a rewarding job experience.

PLEASE SEE COMPLETE JOB DESCRIPTION BELOW

Hours of work: 37.5 hours per week

Term Position: January 2019 – March 31, 2019
Renewal Based on Funding

Deadline for Applications: January 2, 2019

Please send resume, cover letter and references to:

Email: humanresources@okanagan.org

A ***Criminal Record Check*** and **3 Current Work References** are required.

OKIB THANKS ALL THOSE WHO APPLY; ONLY THE APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED



JOB POSTING

DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT

JOB TITLE: **ADDICTIONS WORKER**

PURPOSE AND KEY FOCUS

The Addictions Worker is responsible for providing confidential addictions counselling, education and support to individuals, families and the community, and for promoting health and wellbeing lifestyles and healthy choices.

JOB SUMMARY

The Addictions Worker provides counselling and support to individuals and families experiencing addictions. This may include confidential individual, family or group counselling about the causes and effects of addictions support for families dealing with addictions and/or referrals to agencies for individuals requesting this opportunity.

The Addictions Worker will also provide education to individuals and groups in the community with a focus on high-risk populations including youth and pregnant women. The Addictions Worker will be familiar with other services and resources in the community and work closely to provide information and support when required. Promoting a healthy, addictions free lifestyle will ensure the health and wellness of individuals, family members and the community.

REPORTING STRUCTURE

Reports to the Director of Health and Social Development

JOB DUTIES AND RESPONSIBILITIES

- Provides drug and alcohol education, counselling and support to individuals, families and groups in the community
- Provides counselling to individuals or groups regarding the use and effects of alcohol and drugs
- Provides counselling to pregnant women about the effects of drugs and alcohol on the fetus
- Visits and presents to various groups and organizations including school aged children
- Facilitates workshops, groups and other related activities as required
- Research and acquire and/or develop promotional materials and information
- Distributes relevant information through individual contact, OKIB website and Facebook page
- Accept referrals from individuals, families and agencies in the neighbouring communities
- Ensures legislation, standards and guidelines are being followed



JOB POSTING

DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT

JOB TITLE: **ADDICTIONS WORKER**

- Maintains strict confidentiality guidelines regarding all clients, conversations and referrals
- Conduct needs assessments
- Develop and implement case plans including reviews and evaluations
- Conduct or participate in case conferencing with OKIB and ONA Child and Family, MCFD and the Vernon Jubilee Hospital and other agencies
- Ensure ongoing contact with agencies including the Health Centre, RCMP and school
- Participate on interagency working committees
- Access funding for alcohol and drug programs
- Provide resolution and referral services for clients who require specialized counseling or services
- Provide referrals treatment, methadone programs, therapists and other services
- Liaise with treatment programs, community agencies and other supports systems
- Assist individuals to identify their need for treatment programs meet the requirements for entry
- Develop and provide an aftercare program for the client upon the successful completion of the treatment program
- Access funding for treatment programs
- Evaluate the effectiveness of treatment programs
- Partner with appropriate community resources to develop ways to meet identified needs
- Conduct program and service evaluations with partner groups
- Help coordinate crisis and suicide intervention for both families and individuals
- Provides client support through the legal system
- All persons employed by the Okanagan Indian Band may be required to assist the Band in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Participate in community events as requested

ADMINISTRATIVE DUTIES

- Administer case management
- Develop and maintain a current, accurate, confidential client case notes and filing system
- Conduct home and office visits
- Respond to or assist in emergency situations
- Write proposals to obtain funding
- Create presentations



JOB POSTING

DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT

JOB TITLE: **ADDICTIONS WORKER**

- Maintains resource library of information about addictions, prevention, FAS/FAE and other related topics
- Prepare and monitor the program budget
- Supervise incentive workers
- Attend meetings
- Performs all duties and responsibilities in accordance with the OKIB policies and procedures
- Performs other duties as required

QUALIFICATIONS

Education

- Diploma in Chemical Addictions, Addictions Counselling, or related education
- Certification through Counselling Board
- Current First Aid/CPR certificate or willing to obtain
- Valid BC Driver's licence, Class 5 and reliable vehicle
- An equivalent combination of education and experience may be considered

Experience

- One to two years working with at-risk youth is preferred
- Experience working with First Nations communities

Competencies (KSAs & Desired Attributes)

- Possess cultural awareness and sensitivity
- Crisis management skills
- Ability to perform needs and risk assessments
- Understanding of crisis management and the ability to deal with life threatening situations including the prevention of suicide
- Must demonstrate sound judgment particularly in dealing with safety issues and in dealing with aggressive clients and/or clients and children at-risk
- Stress and time management skills
- Ability to listen and demonstrate empathy
- Proven negotiation, mediation and conflict resolution skills
- Exceptional interpersonal skills
- Desire to increase capacity through professional development
- Knowledge of community services
- Effective verbal and written communication
- Experience working with confidential information



JOB POSTING

DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT

JOB TITLE: **ADDICTIONS WORKER**

- Effective stress management skills
- Ability to exercise tact and diplomacy
- Ability to maintain confidentiality
- Honest, trustworthy and respectful
- Ability to work within a team and individually
- Intermediate level ability with Microsoft Suite

Preference may be given to those having knowledge of the Okanagan culture and traditions

A **Criminal Record Check** and **3 Current Work References** are required.

OKIB THANKS ALL THOSE WHO APPLY; ONLY THE APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED