



EMPLOYMENT OPPORTUNITY
National Native Alcohol & Drug Abuse Program Coordinator
Permanent Fulltime

JOB SCOPE:

The National Native Alcohol and Drug Abuse Program (NNADAP) Coordinator is responsible to plan and deliver programs that focus on the reduction and prevention of substance abuse within the community of Alderville.

This is a permanent, full-time position at 35 hours per week. The successful candidate will work under the direct supervision of the Director of Health & Social Services.

Duties & Responsibilities:

Key activities:

- Adheres to the maintenance of their own client case load maintaining a knowledge base on all areas of responsibility including one-on-one and group counselling, referrals, case management and pre and post treatment care and will share responsibility for promotion and prevention programming;
- Provides assessment, counseling and referral of support services to community members; performs a lead role in ensuring that program clients are receiving adequate service and that service provided is well documented;
- Required to carry out their duties and responsibilities in a manner, which reflects the philosophy and guiding principles of the Alderville Health vision and mission statement within the policies and procedures established by the organization.

Planning and Advisory Services

- Provide guidance and peer counseling and make referrals as required to external service providers i.e. treatment centers & programs in the reduction of substance abuse;
- Initiate and facilitate community meetings, workshops, gatherings and events relevant to the prevention of all substance abuse;
- Assist the community in developing programs as determined by need;
- Assist with prevention and youth initiatives.

Liaison

- Liaise with existing service providers, government affiliations, programs, agencies and facilities in the surrounding area;
- Collaborate and network with other departments and community organizations;
- Work in a courteous, cooperative, positive and pro-active manner with both staff and community members;
- Provide information and assist as required;
- Represent and promote the interests of Alderville First Nation.

Administration

- Prepare reports on the progress of the program as directed by Supervisor;
- Prepare and write quarterly and annual reports as well as monthly newsletter articles;
- Document and maintain accurate client records and cases thoroughly in confidential files.

Other Accountabilities:

- Accountable to the Alderville First Nation, Chief and Council, Director of Health & Social Services, Government and Agency Funders.
- Adhere to all Alderville First Nation Personnel and Operational Policies
- Assists with the implementation of Alderville First Nation's Emergency and/or Pandemic Plan as required; accepts redeployment as directed.

Minimum Qualifications:

- Minimum of post-secondary diploma in Psychology, Social Work, Addictions or related field;
- 2-5 years' experience in Addiction Services and/or Drug and Alcohol Abuse Counselling;
- Demonstrated knowledge and understanding of Native culture, traditions, teachings, community dynamics;
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Preferred Experience:

- Extensive knowledge and experience in developing and delivery of client based addiction services, referrals, linkages, case management and related addiction prevention programming;
- Knowledge of the nature of alcoholism, current methods and best practices in reducing addictions and current Native programs focusing on counseling, treatment and rehabilitation;
- Demonstrated ability to maintain complete confidentiality of all information at all times;
- Group facilitation skills and proven ability to facilitate programs and events;
- Ability to network effectively and productively with related organizations and agencies both within and outside the community;
- Must have excellent computer skills for reporting and presentation purposes;
- Excellent organizational, interpersonal, written and oral communication skills.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$24.82 – 26.12 per hour

Benefits: As per AFN's Personnel Policies & Procedures, this permanent full-time position offers mandatory Group Health Benefits (cost share of premium at 20% for employee); Pension Plan eligible, two (2) weeks paid vacation to start and paid sick leave credits up to 15 days/fiscal year.

Deadline: **Posting will remain open until it is filled.**

How to apply: ***Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference.***

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, members of Alderville First Nation and persons of Aboriginal heritage will be given priority. Qualified candidates who self-identify as members of AFN or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.

How to Contact:

Melissa Levesque, Human Resources Manager
Phone: 905-352-2011 ext. 261
Fax: 905-352-3242
Email: mlevesque@alderville.ca

Applications can also be hand delivered to the reception area of the Alderville First Nation Administration Office located at 11696 Second Line Road, Alderville, Ontario K0K 2X0.