



# JOB POSTING

Date Posted: 01-April-2015

Deadline for Submission: 15-April-2015

***This is a 1 Year Contract Position***

All interested applicants are asked to submit their resumé, quoting “Addictions Counsellor” in the subject line, to:

[hr@ottawamission.com](mailto:hr@ottawamission.com)

We thank all applicants for their interest in The Ottawa Mission, however only those selected for interview will be contacted.

## JOB TITLE: ADDICTIONS COUNSELLOR

REPORTS TO:

MANAGER OF ADDICTION SERVICES

DEPARTMENT:

ADDICTION SERVICES

JOB LEVEL:

PROGRAM SUPPORT

## Core Purpose and Mission Statement

**The Core Purpose** of the Ottawa Mission is to reflect Jesus' love in serving the homeless, the hungry, and the lost.

**Our Mission** is to provide food, shelter, clothing and skills, and offer healing, faith and hope for building a wholesome life.

## Vision & Values

**Our Vision** is to become a collaborative leader and innovator in empowering those we serve in transitioning to wholeness.

**Our Values are** Acceptance, Respect, Compassion, Integrity and Independence

## Position Purpose

This position reports directly to the Manager of Addiction Services and is responsible for providing counselling, outreach and group facilitation while offering continuing support for Day/Evening Program, Stabilization, LifeHouse and Aftercare clients.

## Major Responsibilities

### Counselling, Case Management and Treatment Services:

- Provide short to medium-term counselling in the Stabilization Unit and/or Day Program
- Actively participate in clinical supervision and lead client case reviews when appropriate
- Maintain current and detailed case notes from individual counselling sessions.
- Facilitate treatment groups, therapeutic groups and educational sessions
- Develop and implement appropriate treatment strategies
- Participate in clinical multidisciplinary teamwork and liaise with general practitioners, other health care providers, psychiatric services, voluntary and other agencies as appropriate
- Refer clients to other treatment facilities, self-help programs, public health, psychiatric outreach, and other services as required
- Engage in training as required in order to maintain high professional standards

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- Participate in the development of new initiatives: e.g. Community based programs, training programs, volunteer programs, etc.
- Provide training in skills and theory appropriate to best counselling practices as required
- Conduct assessments to determine appropriateness and eligibility for admission to programs
- Assist clients to access to other Ottawa Mission programs and services

### Education and Prevention:

- Disseminate information on Addiction Services through lectures, presentations, audio-visual materials, etc. to community partners, clients, relatives and others as required
- Develop and foster contacts with relevant stakeholders and agencies in the community care area

### Administration and Accountability:

- Maintain administration of the day to day aspects of services
- Maintain records and observe professional standards with respect to ethics and boundaries
- Meet with the Counselling team on a weekly basis
- Provide reports and statistics as requested by the Program Manager
- Prepare research as required on various addictions counselling topics, statistics or initiatives
- Participate in initiatives to improve the quality of all aspects of the service.
- Maintain flexibility in practise as required, i.e. shift work, provision of new service initiatives, etc.
- Ensure adherence to all Ottawa Mission policies and procedures
- Ensure all Ottawa Mission resident guidelines are enforced without prejudice
- Ensure adherence to all health and safety regulations, reporting any safety issues

## Other Requirements

### Education:

- University degree (preferred) or college diploma in Social Work or a related field. Those with a college diploma will only be considered with 3 or more years of experience in addiction services

### Experience:

- Experience working in an addiction treatment setting, providing direct counselling services at both the individual and group levels and including crisis counselling
- Experience working with a wide range of counselling approaches, including: motivational interviewing, cognitive behavioural therapy, and psychodynamic therapy
- Experience working with homeless and vulnerable populations
- Experience working with concurrent disorders and knowledge of related treatment issues

### Qualifications

- Ability to work in trauma-informed programs, including having a solid understanding of the relationship between trauma and substance use
- Ability to work with clients in all stages of change and to support client goals ranging from harm reduction to abstinence
- Availability for evening and weekend shifts
- Excellent communication skills both verbal and written
- Current valid police record check for working with the vulnerable sector
- Bilingualism (English & French) an asset

### Working Conditions

- Must adhere to strict deadlines and be able to manage and respond to competing priorities
- Must be comfortable working in a challenging environment that has the potential for confrontation and/or exposure to violence