



JOB POSTING

Date Posted: 16-July-2015

Deadline for Submission: 31-July-2015

This is a Casual Part-Time Position

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

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 by 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

ACCOMMODATION IS AVAILABLE, UPON REQUEST, FOR ALL EMPLOYEES WITH DISABILITIES

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- 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
- 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

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- Must be comfortable working in a challenging environment that has the potential for confrontation and/or exposure to violence