The Elizabeth Fry Society of Ottawa is a feminist, non-profit community agency offering support and services to women and female youth who have been – or may be at risk of being – in conflict with the law. Elizabeth Fry Society Services are holistic, client centered, strength based and gender specific.

**Job Title: Addictions Counsellor**

**Reports to: Director of Operations**

**Hours: Full-time (4-5 days a week)**

**Language: Bilingual Essential**

**Salary: $19.34/hour**

**Addictions Counsellor**

The Addictions/Intake Counsellor is primarily responsible for the operation of our addictions/relapse prevention program and for conducting intakes for new clients.

**Addictions Counselling Program**

**Responsibilities:**

* Facilitate relapse prevention programming to women at the Ottawa Carleton Detention Centre and at the Elizabeth Fry Society.
* Provide individual addiction counselling to clients at the Ottawa Carleton Detention Centre as well as community clients.
* Administer the ministry assessment tools to women motivated to attend a treatment program upon release from the Ottawa Carleton Detention Centre.
* Case manage each client after the initial assessment by communicating and providing relevant information to treatment centers, CRF staff, lawyers, PO’s, etc. as needed.
* Provide letters of support for women at the Ottawa Carleton Detention Centre and Elizabeth Fry Society of Ottawa for lawyers and PO’s.
* Provide the opportunity for women at the Ottawa Detention Centre to continue and complete programming at Elizabeth Fry Society of Ottawa after release date.
* Provide crisis intervention, on-going support and individual counselling to clients to ensure they are supported.
* Assist clients in establishing a network of support in the community to ensure an easier transition.
* Assist clients navigating through the criminal court system as needed.
* Provide on-going assistance, feedback and support for participants consistent with their goals and determinants for success.
* Work closely with the Director of Operations in regards to case management, program development and promotion of service.
* Assist in the evaluation of participant success and evaluate program effectiveness.
* Maintain accurate case notes, correspondence and statistics to ensure information can be passed on effectively.
* Maintain current knowledge of trends affecting service delivery/front-line services and reports on any trending patterns identified.
* Provide input, content and statistics for monthly, interim and annual reports to ensure accurate reporting.
* Conduct initial phone assessments, schedule face to face intakes and provide information, referrals, crisis intervention and counselling, as needed.

**Other Responsibilities:**

* Attend community and organizational related events as required.
* Attendance at monthly staff and case management meetings of counsellors as well as at professional development functions, including non-violent crisis intervention training, CPR and First Aid training and Suicide Prevention and Intervention training annually.
* Other duties as assigned by the Director of Operations.

**Qualifications:**

* Post-secondary degree in addictions, criminology or social work with a strong understanding of the legal justice system.
* A strong background in the addictions field is essential. Must be a certified addictions counsellor.
* A demonstrated understanding of alcohol and drug use in women is required.
* Two (2) years’ experience providing individual and group programming to adult women, preferably in the area of addictions is required.
* A knowledge of addictions related services offered in Ottawa.
* Relevant experience working with women in conflict with the law.
* Experience working with individuals who face multiple barriers such as poverty, isolation, lack of mobility, difficulty accessing programs and services, mental illness, physical and social isolation, discrimination and criminalization.
* Excellent verbal and written communication skills, bilingualism would be considered an asset.
* Strong organizational, time management and interpersonal skills.
* Eligibility for security clearance.

**The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.**

**Deadline for application:** **October 31st, 2018**

We thank all candidates for their interest. Only those invited for an interview will be contacted. Please submit a resume and cover letter to April Bissonnette- Acting Director of Operations, c/o [jody.brenton@efryottawa.com](mailto:jody.brenton@efryottawa.com)