



# ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 309, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

[www.efryottawa.com](http://www.efryottawa.com)

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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.

<b>Job Title:</b>	<b>Addictions Counsellor</b>
<b>Reports to:</b>	<b>Director of Operations</b>
<b>Hours:</b>	<b>Full-time (4-5 days a week)</b>
<b>Language:</b>	<b><u>Bilingual Essential</u></b>
<b>Salary:</b>	<b>\$19.63/hour</b>

## 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.

**Date of Revision:**  
**July 2017**



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- 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.

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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: 7<sup>TH</sup> of February, 2019**

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 [careers@efryottawa.com](mailto:careers@efryottawa.com)

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