

# N'Amerind (London) Friendship Centre 260 Colborne St. London ON N6B 2S6 Ph (519) 672-0131 Fax (519) 672-0717

### **EMPLOYMENT POSTING**

POSITION: ABORIGINAL DRUG AND ALCOHOL PROGRAM COORDINATOR

TERM: TERM FULL TIME - 37.5 Hours Week

Posting Date: July 26, 2017 Closing Date: 4:00 pm. Thursday, August 10, 2017

### PROGRAM DESCRIPTION:

The Aboriginal Drug and Alcohol Program will assist Aboriginal People in addressing alcohol and drug issues and to assist in the prevention of the negative effects of addictive substances for Aboriginal individuals, families and communities. The Aboriginal Drug and Alcohol Program Coordinator will ensure the development and implementation of drug and alcohol recovery programs with the intent that stable program deliverables will meet local area alcohol and drug prevention strategies. The Drug and Alcohol Program Coordinator will be under the direct supervision of the Wellness Section Manager.

## **Qualifications:**

- ➤ Canadian Addictions Certification issued by Canadian Addiction Counselors Certification Federation
- Addictions Certificate from a college program
- Experience in assessment tools including motivational interviewing and solution focused therapy
- Experience in developing individualized treatment planning
- ➤ Knowledge of coping skill exercises provided by Centre for Addiction and Mental Health in the structured relapse prevention program for outpatients
- ➤ Concurrent with substance use challenges and mental health problems
- ➤ Working knowledge of the 12 step program
- ➤ Knowledge of Problem Gambling resolutions
- ➤ Knowledge, awareness of residential school issues
- ➤ Knowledge of available aboriginal services resources in the community and surrounding area
- Excellent oral and written communication, interpersonal and counseling skills
- > Proven, positive, proactive experience in working with people of Aboriginal ancestry
- Possess computer proficiency including word processing and data base programs.
- Capacity to work under pressure, meet deadlines and work flexible hours.
- ➤ Knowledge of Aboriginal culture and the social reality that Aboriginal women, men, youth and seniors experience in an urban setting
- > Possess skills and experiences in presenting educational workshops and facilitating groups
- ➤ Will possess a sound understanding and appreciation of Indigenous Culture and Issues
- Must have access to a reliable vehicle on a daily basis

#### **Duties:**

To promote healthy lifestyles free from alcohol, drug and solvent abuse in the Aboriginal community

- To promote alternatives to alcohol and substance abuse through family and community based avidities and events which encourage healthy active living free from alcohol and substance abuse
- To promote a culturally appropriate system of addiction treatment services and programs for aboriginal people with alcohol and drug abuse problems
- ➤ To promote and refer clients to existing treatment service providers
- > To increase knowledge and sensitivity through cultural awareness sessions for service providers in the addiction field
- To increase the effectiveness of dealing and the healing and wellness of clients through referral to other Friendship Centre programs
- > To offer recovery planning and after care support programs to this returning from treatment centres
- Manage program scheduling on an annual and quarterly basis, reflecting the needs, interests and available resources of the community and ensuring mandatory program components are met.
- ➤ Provide education and information services to schools community groups, other Friendship Centre programs and mainstream treatment and service providers
- ➤ Maintain regular communication and program coordination with other Friendship Centre programs, mainstream treatment and service providers
- Maintain and manage programme activity records, consent forms and participant files
- To prepare activity, statistical and narrative reports on a monthly, quarterly and annual basis
- Maintain effective written and verbal communications and respect confidentially at all times
- ➤ Have a passion for, and be willing to be a role model for healthy lifestyle behaviours
- To perform other related duties as assigned by the Wellness Section Manager

## Interested applicants please submit:

- Cover letter
- Resume
- Drivers License Abstract
- The names of three Aboriginal Drug and Alcohol Program work related references
- Copy of relevant certificate, diploma, degree
- Vulnerable Police Check (at cost to applicant) prior to employment:

**Mail:** Hiring Committee

Re: Aboriginal Drug and Alcohol Program Coordinator

**N'Amerind Friendship Centre** 

**260 Colborne Street** 

London, ON N6B 2S6

Email: reception@namerind.on.ca

Re: Aboriginal Drug and Alcohol Program Coordinator

Fax: Attention: Hiring Committee (519) 672 0717

Re: Aboriginal Drug and Alcohol Program Coordinator

- All applications will be screened based on receiving a **COMPLETE APPLICATION PACKAGE**.
- Only those contacted will be granted an interview.
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.

Application Deadline: Thursday, August 10, 2017 at 4:00 pm Late submissions will not be accepted.