



## **Addictions Counsellor**

### **Job Description**

#### **PURPOSE:**

To promote healthy community living through the delivery of services and workshops to community members of all ages in any area of addictions. To coordinate activities with other programs within the community.

#### **ACCOUNTABILITY:**

The Addictions Counsellor will report directly to the First Nation Manager. The Addictions Counsellor is responsible for the implementation of duties and responsibilities as outlined in the job description. To abide by the policies and procedures of Mitaanjigamiing First Nation. To attend staff meetings and relevant training and workshops.

#### **DUTIES:**

##### **Case Management**

- Maintain confidential client files in a secure environment and in compliance with Privacy Laws and funding agency requirements.
- Arrange/Coordinate transportation for clients.

##### **Service Provision**

- Coordinate and/or facilitate prevention and information workshops on the various types of addictions which may include gambling, solvent abuse, alcohol abuse and drug abuse with the involvement of local area organizations, (*i.e. Gizhewaadiziwin Health Access Centre, Fort Frances Tribal Area Health Services, and Weechi-it-te-win Family Services*).
- Assist and/or coordinate monthly social events, i.e. Potluck suppers, children's activities.
- Implement the Brighter Futures Program as per the program guidelines.
- Work with the youth group in their activities.
- Act as a primary contact for community addiction services, i.e. Counseling, referral, information, etc; and
- Develop an on-site resource & information package of services that are available to the community and community members (i.e. information on treatment services, application forms, contacts, etc.).

**Service Administration**

- Develop a monthly community calendar of events for the newsletter.
- Develop an annual work plan and budget for each fiscal year.
- Provide quarterly reports to the First Nation Manager.
- Abide by Mitaanjigamiing First Nation policies and procedures.
- Develop proposals as opportunities arise; and
- Provide an annual report to funding agencies.

**Other**

- Work as a team player with all staff.
- Assist in community fund raising functions.
- Visit Elders in the community monthly to offer support.
- Must participate in training pertinent to the position with prior approval.
- Attend bi-weekly staff meetings, general band meetings and training workshops that pertain to community development; and
- Other duties as assigned.

**PRIMARY QUALIFICATIONS**

- Diploma/Degree in Social Services or related field.
- Excellent communication skills.
- Computer skills.
- Knowledge of Mitaanjigamiing First Nation cultural protocols.
- Ability to assist in coordinating traditional and contemporary healing practices, and experience in working with Elders, Healers, and clinicians.
- Knowledge of the Ojibwe language is considered an asset.

**SECONDARY QUALIFICATION**

- Secondary School Diploma.
- Previous experience in planning activities.
- Practicing and living a healthy lifestyle.

**TERMS AND CONDITIONS:**

- Must provide a criminal reference check that is satisfactory to the Mitaanjigamiing First Nation.
- Must have a valid Driver's License and access to a vehicle.
- Must sign Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.
- Must provide a current Driver's Abstract on an annual basis; and

- Work evenings and weekends to meet the needs and times of all community members. Bi-weekly schedule must be pre-approved by the First Nation Manager.
- Must possess current First Aid/ CPR