



JOB DESCRIPTION: Addictions Counsellor

POSITION:	Addictions Counsellor
DEPARTMENT:	Recovery Homes-First &/or Second Stage
REPORTS TO:	Program Director
ALLOTTED HOURS:	16 or more hours weekly and 1 week per month of on-call
REVISION DATE:	April 2022

MINISTRY CONTEXT

LIFE Recovery Association (LIFE) is a registered charity and Christian ministry that exists to support women in recovery from addiction. Employees of LIFE agree with the Code of Ethics, Community Standards Policy, Mission, Statement of Faith, Vision, and Core Values.

JOB SUMMARY -PRIMARY FOCUS

The Addictions Counsellor provides one to one support and group programming for clients. The role includes relevant administrative tasks such as documenting medication use, client concerns, assigning and marking homework . The ability to function independently and under pressure, while managing multiple concurrent tasks including emergency situations is an ongoing expectation of this position.

SPECIFIC RESPONSIBILITIES:

Support LIFE's clients:

- Along with the client, prepares individual recovery participation plan
- Provides oversight during onsite and off-site programming
- Conducts individual counselling sessions
- Supports clients to develop a transition plan by establishing a recovery community and short-term goals
- Interviews prospective clients

Support LIFE's staff:

- Develops supportive relationships
- Supports colleagues' workloads including: client assessments, goal setting and personal service plans
- Supervises the work of support staff, practicum students & volunteers as required

Support LIFE's program:

- Participates in planning, implementation, monitoring & evaluation of program activities
- Plan and facilitate group sessions
- Attend external community meetings and/or client appointments when necessary
- Networks with outside agencies & referral agencies
- Be "on call" where a support worker is unable to deal with a client issue

QUALIFICATIONS & EXPERIENCE

- Masters' Degree in Counselling or a Social Work degree from a recognized, fully accredited university or equivalent training and experience. Alternatively, a CAC11 qualification as a Certified Addiction Counsellor. Experience working in a Recovery program would be an asset.
- Excellent knowledge of alcohol & drug and mental health disorders and the ability to assess concurrent disorders.
- **As required under the Assisted Living Act: "a course, or a combination of courses, of at least 20 hours duration in one or more of the following subjects:**
 - **counselling;**
 - **crisis intervention and conflict resolution;**
 - **psychosocial intervention for substance use disorders;**
 - **trauma-informed practice"**

- **As required under the Assisted Living Act, “Evidence that the person has complied with the Province's immunization and tuberculosis control programs”**
- Basic First Aid Training Certificate
- Food Safe Certificate
- Current Class 5 Drivers License (minimum)
- Naloxone Training Certificate
- Excellent oral, written and interpersonal communication skills.
- Strong analytical skills and decision-making ability.
- Demonstrated ability to deal with highly sensitive and confidential material and situations.
- Proficient with computer operating systems; database, email, office management and record keeping
- Demonstrated facilitation skills.
- Available for shift work – days, evenings, nights, weekends and holidays.
- Sobriety of at least TWO years i.e., no abuse of alcohol, drugs or other mood-altering chemicals.
- Has a reputation of living a lifestyle that honors and glorifies God.
- Must regularly attend and participate in their home church (Heb 10:24-25).

STATEMENT OF FAITH

1. *I believe there is one God who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit; and*
2. *I believe the Bible as the true Word of God, and as such is the final authority in all matters of faith and life; and*
3. *I believe that there is eternal life and salvation only in Jesus Christ, and the gift of forgiveness is given through God's grace and repentance of sins. This gift is available to all who ask.; and*
4. *I believe that life is a gift from God and should be used to the best of my ability and to glorify His name.*