



EMPLOYMENT OPPORTUNITY

Addictions Response Worker – Level II

KSCS is seeking a highly skilled & experienced individual to provide Addictions Response Services to individuals, families, and the community of Kahnawake.

Under the supervision of Clinical Supervisor, Addictions, and the Manager of Support Services, the main focus of the Addiction Response Worker is to provide specialized counselling, education and support services to individuals, families and the community of Kahnawake by helping client understand and address substance abuse and related problems, including mental health issues, problem gambling, family dynamic impacts and lifestyle changes.

Required Education & Experience:

- Must be an active member of the Professional Order of Social Workers or the Acquired Rights List, with one (1) to three (3) years related work experience.
- Thorough knowledge of substance abuse, cause and effects, evidence-based models of treatment intervention and his/her application to diverse population.
- Knowledge of individual, family, group, and crisis counselling methods.
- Must possess a valid driver's license and have access to a vehicle.

Status: Indefinite full-time position, with a 6-month probationary period.

Salary: Starting at \$35.98/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Open posting

GENERAL INFORMATION	
Code:	FLS12
Job Title:	Addictions Response Worker, Level II
Department:	Family Services, Support Services
Date of Job Description Revision:	June 18, 2019
Job Reports To:	Clinical Supervisor, Addictions Response and/or Manager of Support Services

JOB DESCRIPTION SUMMARY
<p>Under the supervision of Clinical Supervisor, Addictions, and the Manager of Support Services, the main focus of the Addiction Response Worker is to provide specialized counselling, education and support services to individuals, families and the community of Kahnawake by helping client understand and address substance abuse and related problems, including mental health issues, problem gambling, family dynamic impacts and lifestyle changes.</p> <p>With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.</p> <p>Conducts screening, assessments, and provides specific addiction treatment options including referrals to internal/external treatment programs. Develops treatment plans and addresses behavioural issues to achieve short and long term goals of the individual.</p> <p>Decisions are based on significant analysis & interpretation within policy. Modifies methods, techniques & procedures to achieve results. Has full autonomy to deliver predefined accountabilities. Technical output is trusted as accurate & sound.</p>

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
Conducts screenings, intakes and orientations with individual clients.	<ul style="list-style-type: none"> ➤ Screens clients to determine his/her appropriateness and eligibility for services. ➤ Obtains necessary demographics required to open files for clients. ➤ Identifies any co-existing conditions (medical, psychiatric, physical, etc.) that indicate needs for additional professional assessments and/or services. ➤ Provides information to the clients regarding program goals, objectives and rules. ➤ Completes initial plans with the clients to ensure continued follow up.
Assesses and evaluates client strengths, weaknesses, problems and need for development of a treatment plan.	<ul style="list-style-type: none"> ➤ Assess a person with a mental or neuropsychological disorder attested by a diagnosis or evaluation performed by a qualified professional. ➤ As a reserved evaluation, this assessment involves clinical judgment on the situation of a person from whom the professional has gathered information and has to communicate the findings of this judgement. ➤ Conducts bio-psychosocial assessments by using appropriate assessment tools. ➤ Gathers relevant history from clients, including, but not limited to: alcohol and other drug abuse, using appropriate interview techniques. ➤ Develops an evaluation of the client's substance abuse and any co-existing conditions based on results of all assessments. ➤ Collaborates with clients to design client-centered, strength-based change strategies which reflect evidence-based practices and clinical experience.
Designs and arranges for treatment plans based on the assessments.	<ul style="list-style-type: none"> ➤ Identifies and prioritizes issues to be addressed based on individual client needs. ➤ Formulates immediate and long-term goals using behavioural terms. ➤ Identifies the treatment methods and resources to be utilized as appropriate for the individual clients which will address the identified issues and achieve the short and long-term goals. ➤ Develops and implements services within the Addictions Response program, or identifies resources which provide these services. ➤ Evaluates internal and external services in relation to best practices and appropriateness for continued use.
Provides specific counselling to clients.	<ul style="list-style-type: none"> ➤ Identifies and determines the counselling method to be used for the particular client, such as Reality Therapy, Motivational Counselling, Strategic Family Therapy, Client-Centred Therapy or Cognitive Behavioural Therapy, etc. ➤ Conducts individual, group, and family counselling sessions in a professional and ethical manner. ➤ Counsels family members and significant others to assist them in understanding, dealing with, and supporting clients. ➤ Responds to client requests and crisis in a responsible, timely and flexible manner. ➤ Provide coverage to peer Addiction Workers during his/her absence for vacations, wellness and other periods.
Provides appropriate case management activities for specific cases.	<ul style="list-style-type: none"> ➤ Arranges for and coordinates multi-disciplinary services for client care. ➤ Participates in regular Addictions Response Service team supervision meetings and individual supervision meetings to improve services to clients while respecting confidentiality ➤ Works collaboratively with a multi-disciplinary team of professionals within the organization and with external agencies.

	<ul style="list-style-type: none"> ➤ Manages the coordination of overall case duties when required for multidisciplinary services. ➤ Ensures proper referrals, internal and external requests, assignments, briefings and updates are submitted to appropriate service areas and workers. ➤ Identifies, establishes and maintains effective partnerships with organizations and professions which provide specific support to our clients. ➤ As required, attends court activities and administrative tribunals should the needs arise, appropriate to the case and is relevant to providing service. ➤ Attends trainings and workshops as directed to improve skills capacities and improve services.
Intervenes in crisis situations.	<ul style="list-style-type: none"> ➤ Identifies the crisis which threatens to compromise or destroy the rehabilitation efforts, when they arise. ➤ Attempts to mitigate or resolve the immediate problem(s) and develops safety plans with the client. ➤ Uses negative or crisis events to enhance the treatment efforts. ➤ Acts as a roster worker to provide response during crisis situations involving addictions.
Provides client education to individuals and groups.	<ul style="list-style-type: none"> ➤ Provides relevant alcohol and other drug use/abuse information to clients through formal and/or informal processes. ➤ Presents information using various available media sources concerning available alcohol and other drug considerations, services and resources. ➤ Prepares and delivers presentations, lectures and workshops to clients or groups. ➤ Designs, develops, and implements skill building, therapeutic or support groups, with or without the collaboration of internal/external partners.
Identifies needs which cannot be met internally and provides referral to appropriate resources.	<ul style="list-style-type: none"> ➤ Identifies needs and/or problems that the agency and/or Addiction Response Worker cannot meet and match clients' needs and/or problems to appropriate external resources. ➤ Coordinates referrals, admissions and discharges with related organizations. ➤ Assists clients in utilizing the support systems and community resources where available.
Provides effective reports and record keeping.	<ul style="list-style-type: none"> ➤ Records all required information of all assigned cases in Case Management Recording System in a timely manner, such as case contacts, client information, assessments, service plans, documents, reports, resources, clinical agreements and any other information pertinent to a case. ➤ Maintains current, accurate and confidential records of clients. ➤ Responds to requests for documentation in a timely and consistent manner. ➤ Maintains and submits timesheets, expenses and caseload summaries in a timely manner. ➤ Prepares and submits well-researched and documented reports as required. ➤ Maintains and submits monthly statistics for addiction related services. ➤ Provides for Third Party Administration for clients as required.
Networks with other professionals.	<ul style="list-style-type: none"> ➤ Consults with appropriate resources to ensure the provision of effective treatment services. ➤ Participates on committees, teams, or work groups at the local, regional and national levels. ➤ Participates in knowledge exchange activities with other organizations in order to ensure quality service delivery. ➤ Maintains regular communication with the community and other related organizations regarding quality service delivery.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.
Advising:	➤ Frequently provides information that must be understood and explained.
Training:	➤ Occasionally provides training to stakeholders or clients.

ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, occasional flex required.
Stress Factor:	➤ High Stress.
Deadlines:	➤ Some tight deadlines (unplanned).

ACCOUNTABILITY	
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- To provide services in a manner consistent with KSCS Mission Statement and Personnel Policy Manual.
- To provide professional, trustworthy and tactful support, counselling, crisis intervention to individuals, families, youth and the elderly of the Kahnawake community.
- To deal with the clients, other service providers and the court system in a respectful and diplomatic manner and with empathy and cultural sensitivity.
- To establish and maintain positive working relationships and work constructively with all community agencies, organizations and individuals dealing with substance abuse and concurrent disorders.
- To demonstrate as a positive role model in the community.
- To maintain confidentiality practices.
- To present self in an approachable and friendly manner as an ethical representative of a professional community organization.
- To establish and maintain professional working relationships.
- To participate in ongoing professional development activities.
- To maintain professional credentialing, certification and continuing education requirements on own initiative and in conjunction with organizational resources, when and where available.
- To implement related learning and professional development plans as discussed with Supervisor.

QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ➤ Must be an active member of the Professional Order of Social Workers or the Acquired Rights List, with one (1) to three (3) years related work experience.
Skills and Requirements	<ul style="list-style-type: none"> ➤ Thorough knowledge of substance abuse, cause and effects, evidence-based models of treatment intervention and his/her application to diverse population. ➤ Knowledge of individual, family, group and crisis counselling methods. ➤ Knowledge of mental health issues, causes and treatment; including both psychological and pharmacological. ➤ Knowledge of the Kahnawake community, community resources and its community members and his/her challenges, problems and aspirations. ➤ Excellent conflict resolutions skills. ➤ Computer program knowledge (Word, Excel, etc.). ➤ Ability to protect themselves physically as well as emotionally. ➤ Ability to deal with life-threatening situations, including suicide prevention. ➤ Ability to deal with high stress situations. ➤ Valid driver's license and access to a vehicle are a requirement. ➤ Ability to travel inside and outside of the community. ➤ Ability to work flexible hours when required, evenings, weekends, etc. ➤ Lifestyle must reflect that of a positive role model.
Assets	<ul style="list-style-type: none"> ➤ Knowledge of Kanien'keha. ➤ Experience in native communities. ➤ Addiction Counseling Certification with a recognized Addiction Certification Board.

Immediate Supervisor

Incumbent

Date