



# WOOD BUFFALO WELLNESS SOCIETY

## Mark Amy Treatment Centre

### Addiction Counsellor Position

#### Position Description

**POSITION TITLE:**

**ADDICTIONS COUNSELLOR**

**FUNCTIONAL RESPONSIBILITIES:**

Under the direct supervision of the Team Lead, the Addictions Counsellor will be responsible for group and individual counselling, facilitating, preparing lecture packages and documentation of client activities, the submission of Treatment Summary Reports and other necessary reports on a timely basis and miscellaneous other Counselling duties.

**A) COUNSELLING:**

1. Become and remain familiar with client files and complete assessment procedures as directed.
2. Assess the client's phase(s) of addiction(s).
3. Assist clients with Step Work and Big Book Study.
4. Provide up to date addictions information to clients.
5. Provide group, family and individual counseling as required.
6. Facilitate group lectures and other activities.
7. Actively participate in all client activities occurring during shift.
8. Assist clients in identifying problem areas and setting goals and after care plans.
9. Document client's special needs (suicide, medical problems, core issues, etc.).
10. Ensure clients are following facility rules; document and report any infractions.
11. Ensure clients actively participate in the treatment program, and are aware of the consequences of non-participation.
12. Make recommendations on client termination to Team Lead.
13. Address client concerns in an efficient manner and forward these concerns to the Team Lead.
14. Report any unusual activities or concerns immediately to supervisor.
15. Provide feedback to other Counselling staff during daily case conferences and debriefing.

## **B) ADMINISTRATION:**

1. Complete and submit required incident reports to Team Lead caseload.
2. Maintain a 'running record' regarding client behavior, attitude, activities and progress.
3. Document activities in the logbook.
4. Prepare lecture packages well in advance (one week) of lectures.
5. Maintain filing system in a confidential manner.
6. Complete client attendance record on a daily basis.
7. Comply with all program and file administrative procedures.
8. Attend staff training sessions as directed.
9. Attend all scheduled staff meetings.
10. Transport clients to and from activities.
11. Participate in fund-raising activities as required or directed.
12. Prepare all necessary reports on a timely basis and in the required format.
13. Participate in case management and debriefing

## **C) MISCELLANEOUS:**

1. Be familiar with emergency procedures and follow in case of emergency.
2. Answer phones if needed.
3. Maintain client confidentiality, including the destruction of records as required.
4. Maintain tidiness of Centre during and after programs (i.e. lecture room, etc.)
5. Conduct necessary security checks of Centre and out-buildings (Evening Shift).
6. Keep Senior Counsellor informed as to any concerns relating to the Mark Amy Centre.
7. Undertake periodic room checks for cleanliness and/or illegal or prescribed substances.
8. Refer any new ideas for program update to the Team Lead.
9. Undertake any other related duties as assigned by the Team Lead or the Executive Director.

## **D) QUALIFICATIONS:**

1. Certificate in Addictions Counseling or equivalent.
2. Ability to work on own and as part of a team, where required.
3. Effective verbal and written communication skills.
4. Good organizational skills.
5. Valid Driver's License (minimum Class 4 required)
6. Must be able to provide a Criminal Records Check and Drivers Abstract.
7. Will be required to sign an Oath of Confidentiality and Code of Ethics.

I hereby acknowledge that my supervisor has reviewed this job description with me. I fully understand the scope of duties contained herein, that I am committed to fulfilling the duties described above, and that I was provided with a copy of this job description for my personal reference.

I am also aware that my performance review and evaluation will be based on this job description and that this job description is subject to review and amendment.

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Employee Signature

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Date

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Team Lead Signature

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Date