



Wood Buffalo Wellness Society
Mark Amy Treatment Centre
Box 5748
Fort McMurray, AB
T9H 4V9
Phone: (780)334-2398

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 and Executive Director, the Addictions Counsellor will be responsible for culturally sensitive 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:

- Be comfortable in accessing and using online video conferencing programs, client data base programs, shared folders
- Be comfortable presenting and connecting with clients online & over the phone
- Become and remain familiar with client files and complete assessment procedures as directed.
- Assess the client's phase(s) of addiction(s).
- Assist clients with Step Work and Big Book Study.
- Engage clients in, and attend cultural ceremony opportunities
- Provide up to date addictions information to clients.
- Provide group, family and individual counseling as required.
- Facilitate group lectures and other activities.
- Actively participate in all client activities occurring during shift.
- Assist clients in identifying problem areas and setting goals and after care plans.
- Document client's special needs (suicide, medical problems, core issues, etc.).
- Ensure clients are following facility rules; document and report any infractions.
- Ensure clients actively participate in the treatment program, and are aware of the consequences of non-participation.
- Make recommendations on client termination to Team Lead.
- Address client concerns in an efficient manner and forward these concerns to the Team Lead.
- Report any unusual activities or concerns immediately to supervisor.
- Provide feedback to other Counselling staff during daily case conferences and debriefing.
- **ADMINISTRATION:**



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- Complete and submit required incident reports to Team Lead caseload.
 - Maintain a 'running record' regarding client behavior, attitude, activities and progress.
 - Document activities in the logbook.
 - Prepare lecture packages well in advance (one week) of lectures.
 - Maintain filing system in a confidential manner.
 - Complete client attendance record on a daily basis.
 - Comply with all program and file administrative procedures.
 - Attend staff training sessions as directed.
 - Attend all scheduled staff meetings.
 - Transport clients to and from activities.
 - Participate in fund-raising activities as required or directed.
 - Prepare all necessary reports on a timely basis and in the required format.
 - Participate in case management and debriefing
 - **MISCELLANEOUS:**
 - Be familiar with emergency procedures and follow in case of emergency.
 - Answer phones if needed.
 - Assist in preparation of Indigenous cultural ceremony
 - Maintain client confidentiality, including the destruction of records as required.
 - Maintain tidiness of Centre during and after programs (i.e. lecture room, etc.)
 - Conduct necessary security checks of Centre and out-buildings (Evening Shift).
 - Keep Senior Counsellor informed as to any concerns relating to the Mark Amy Centre.
 - Undertake periodic room checks for cleanliness and/or illegal or prescribed substances.
 - Refer any new ideas for program update to the Team Lead.
 - Undertake any other related duties as assigned by the Team Lead or the Executive Director.
 - **QUALIFICATIONS:**
 - Certificate in Addictions Counseling or equivalent.
 - Experience working with Indigenous culture
 - Understanding of intergenerational impacts of colonization
 - Ability to work on own and as part of a team, where required.
 - Effective verbal and written communication skills.
 - Good organizational skills.
 - Valid Driver's License (minimum Class 4 required)
 - Must be able to provide a Criminal Records Check and Drivers Abstract.
 - Will be required to sign an Oath of Confidentiality and Code of Ethics.
- Job Type: Full-time

Salary: \$27.00-\$34.00 per hour



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COVID-19 considerations:

Programming is currently virtual with some outreach however the Centre will open for residential clients in the near future.