



JOB DESCRIPTION

POSITION:	Addiction Counsellor
DEPARTMENT:	Recovery House
RESPONSIBLE TO:	Executive Director
ALLOTTED HOURS:	Casual
REVISED:	July 2016

MINISTRY CONTEXT

LIFE Recovery Association is a Christian charity that exists as part of Christ's church. The person called to this ministry must be in agreement with LIFE Recovery's confession of faith, mission, vision and core values and must have a passion for this ministry to disciple women. The incumbent must be in agreement with our Code of Conduct/Ethics, Community Standards and live a life consistent with it.

JOB SUMMARY - PRIMARY FOCUS

The Addiction Counsellor position is responsible for the screening, assessment, and counselling of our clients in the program. You will provide group and individual counselling as needed and work collaboratively with other outside service providers as required. The Counsellor is also actively involved in program evaluation and quality assurance improvement based on Best Practices in BC. The ability to function independently and frequently under pressure, while managing multiple concurrent tasks including emergency situations is an ongoing expectation of this position.

SPECIFIC RESPONSIBILITIES

- Participates in planning, implementation, monitoring and evaluation of program activities
- Analyze and screen intake applications including urine tests, search bags, etc.
- Preparation of individual client recovery participation plans
- Plan and lead group sessions including marking of assignments
- Conduct individual counselling sessions and complete reports
- Lead Bible studies and devotionals with clients
- Attend external community meetings or client appointments when necessary
- Instruct education classes such as Anger Management and Self Awareness
- Network with outside agencies and referral agencies
- Participation in the strategic planning of programs
- Supervise the work of support staff, practicum students and volunteers as required
- Schedule and delegate to staff and/or volunteers as required
- Be "on call" where a support worker is unable to deal with a client issue
- Administer and document client medication including initialing the Medical Administration Record
- Supervise the fuelling and update log books of vans
- Log all incidents per shift
- Conduct random room checks
- Other duties as assigned

CORE COMPETENCIES

- **Commitment** – Invested in the goals of LIFE Recovery.
- **Confidence** – Aware of self and others, handles criticism, accepts mistakes, strong self esteem
- **Integrity** – Lives honestly, forthrightly, and with positive values.
- **Listening Skills** – Takes time to listen and respond; tunes into people.
- **Poise** – Manages stress and workload, treats others without rancour, maintains composure and is polite.
- **Pragmatism** – Develops sensible, realistic, practical solutions.
- **Efficiency** – Taps and deploys resources economically and effectively.
- **Organization** – Plans, schedules, prioritizes, anticipates, and builds solutions.
- **Inspires Confidence** – spotlights the work and efforts of others, anticipates needs, is reliable and brings out the best in those around them.
- **Social Agility** – astute, understands how to navigate spheres of influence and builds consensus through adept negotiation.
- **Teachable** – must be willing and able to learn new things, receive feedback and be open to changes.

STATEMENT OF RELATIONSHIPS

The Addiction Counsellor is a member of Recovery Home leadership team. The Addiction Counsellor reports directly to the Executive Director, but works closely with other Addiction Counsellors and the Administrator in overseeing the day to day activities of the Recovery Home. They also work collaboratively with the Alumni Coordinator.

Addiction Counsellors work in collaboration with Addictions Support Workers to ensure the smooth running of the Recovery Home. The relationship should be of a servant leader in giving direction and guidance to support workers.

The Shift Store manager oversees clients when volunteering at the Thrift Store and a collegial relationship is required in dealing with matters that may arise.

The Recovery Home program makes use of volunteers, practicum students and outside professionals from time-to-time. Addiction Counsellors work collaboratively and give direction and guidance where required.

QUALIFICATIONS & EXPERIENCE

1. 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 would be required. Experience working within a Recovery program would be an asset.
2. Excellent knowledge of alcohol & drug and mental health disorders and the ability to assess concurrent disorders.
3. Exceptional oral, written and interpersonal communication skills.
4. Strong analytical skills and decision making ability.
5. Demonstrated ability to deal with highly sensitive and confidential material and situations.
6. Accurate record keeping.
7. Proficient in current Windows and Microsoft based computer operating environment.

8. Skills in personnel management.
9. Basic First Aid Training Certificate or willingness to obtain it.
10. Food Safe Certificate or willingness to obtain it.
11. Current Class 5 Drivers License (minimum).
12. Must provide proof of medical clearance and negative TB test result.
13. Demonstrated teaching abilities in small groups and in a variety age group levels.
14. Sobriety of at least two years i.e., no abuse of alcohol, drugs or other mood-altering chemicals.
15. Agreement with LIFE Recovery's confession of faith, code of conduct and Community Standards.
16. Has a reputation of living a lifestyle that honors and uplifts the name of Christ.
17. The incumbent must regularly attend and participate in their home church (Heb 10:24-25)
18. Willingness and ability to perform in a shift work environment - evenings, nights, weekends, etc.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SIGNATURE BLOCK:

This job description accurately reflects the requirements of this position:

Supervisor

Date

I have read and understood this job description:

Employee

Date