

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

A. POSITION: *ABORIGINAL ALCOHOL/DRUG WORKER*

B. IMMEDIATE SUPERVISOR: PROGRAM DIRECTOR

C. QUALIFICATIONS:

- Grade 12 and College/University credits in the related field of drug and alcohol. Experience may be considered in lieu of educational qualifications.
- Demonstrated ability in initiating or operating programs with emphasis on Aboriginal culture and social development
- Experience and/or demonstrated ability in working with individuals, groups, community agencies and governments to further enhance the betterment of the program service
- Knowledge and experience in statistical reporting/data bases, monthly report and annual work plans
- To carry out the goals and objectives of the program according to the identified needs of the community
- To provide a positive role model for the Aboriginal people in the community and maintain an ongoing program of self-development and training to improve the quality of personal and professional skills
- Knowledge of the Friendship Centre movement in its stated aims and objectives
- Excellent oral and written communication skills
- Knowledge of Aboriginal culture an asset
- Be able to travel when required
- Must provide criminal reference check prior to employment start

D. RESPONSIBILITIES/DUTIES:

The Aboriginal Alcohol/Drug Worker shall be responsible for:

- 1) *Community Development:* (Primary Focus)
 - the development of community alternatives, specifically; to promote and provide opportunities for participation in culturally appropriate, alcohol and drug free social and recreation programmes and to provide culturally appropriate alternatives to existing anonymous programs
- 2) *Intervention:*
 - provide assistance appropriate to individuals, families or communities who request assistance or information concerning alcohol/drug treatment services
 - make initial contact with client (individual, family or community) or with

significant concerned others

- assist in arranging for emergency assistance, as may be required in all areas pertaining to crisis intervention

3) *Referral:*

- complete appropriate referral forms
- provide and arrange translation for individuals or families when required
- provide written and/or verbal analysis or reviews to referral clients

4) Initiate and maintain contact with various community agencies and groups who are relevant to the programme.

5) Maintain an up-to-date and confidential client referrals record keeping system.

6) Provide reports, as required.

7) Perform other such duties as may be assigned from time-to-time.

E. AREA OF FUNCTION:

To ensure the development, implementation and stability of the Aboriginal Alcohol/Drug Program by meeting local area alcohol/drug prevention needs.

(revised December 2016)