

**UNITED NATIVE FRIENDSHIP CENTRE  
JOB DESCRIPTION**

Position Title: <b>Indigenous Alcohol and Drug Worker</b>	<b>Date Approved:</b>
<b>Job Class 3</b>	<b>Date Revised:</b> April 2020

**IMMEDIATE SUPERVISOR:** Assigned Team Lead

**SUPERVISION:** Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the Board of Directors and the Executive Director.

**PURPOSE OF POSITION:** To ensure the provision of culturally appropriate mental health and addictions support services to community members. The program will be designed to address individuals, family, and community with mental health and addictions supports needs utilizing a holistic approach to care (physical, mental, emotional and spiritual).

**QUALIFICATIONS:**

- Post-secondary education in Indigenous Studies, Social Service education or a combination of equivalent and relevant education
- 1-2 years' demonstrated and related experience in a social service setting
- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on the impacts of trauma, family violence, and community outreach
- Knowledge of the Friendship Centre and its stated aims and objectives
- Knowledge and understanding of the social dominants of the Indigenous population
- Hold confidentiality to its highest standards
- Ojibwe language is an asset
- Excellent written and oral communication skills
- Knowledge and experience in statistical reporting/computer knowledge and annual work plans
- Resourceful with knowledge of local organizations for referrals and partnerships
- Must be able to travel when required
- Current First Aid/CPR and WHMIS certification
- Satisfactory vulnerable sector check prior to employment
- Valid Driver's License and access to your own vehicle

**KEY RESPONSIBILITIES:**

- Conduct peer-counselling sessions and case management services for direct service users
- Provide culture-based intervention services including but not limited to: arranging healing ceremonies, sweat lodge ceremonies, utilizing recognised Elders/Traditional teachers, etc.

- Support direct service users to navigate and access addiction treatment centres and provide ongoing supports
- Organize workshops for direct service users and interested community members such as sharing circles, teaching circles, healthy relationships, etc.
- Support individuals and families who request information or assistance concerning mental health and addictions services
- Design, develop and deliver mental health, addiction educational presentations and information materials to individuals, families, community organizations and services
- Provide wrap-around services and strength based action plans for each individual direct-service user; to address goals in the areas of pre-treatment, treatment and aftercare planning
- Promote awareness and ensure access to the program through a variety of outreach efforts and promotional activities
- Maintain up-to-date and confidential client files, referrals and record keeping
- Communicate with Friendship Centre staff members, community professionals and other service providers to ensure that services for clients are coordinated
- Refer direct service users to appropriate community resources and arrange transportation or accompany direct service users to appointments as needed
- Accurately report and ensure all program objectives are being met in accordance with agreements
- Utilize the quarterly reporting tools and database to input data as required
- Maintain a positive working relationship with Friendship Centre employees and community agencies

**WORK CONDITIONS:** Due to the key responsibilities of this job it is understood that the Indigenous Alcohol and Drug Worker position will, at times, need to adjust their time of work to suit the programs and direct service users' needs. There can be some regular evening and weekend work.

**EVALUATION:** This position shall be evaluated after completion of a three and six-month probationary period and on an annual basis thereafter. It will be based on the Standard of Performance in the description and specific goals of the program as agreed upon by the Executive Director and the UNFC Board of Directors.