



Chah Chum Hii Yup Tiic Mas

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CHS Manager: Myrtle Atleo

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Assisant Manager: Walter Thomas

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Job Title:	Alcohol and Drug Counselor	Job Code/ Req #	
Department:	Health Department	Position Type:	Full Time
Level/Salary Range:	As per Salary Gride	Report to:	CHS Manager
Hours	70 hours Biweekly		

MAIN FUNCTION

The Alcohol and Drug Counselor is responsible for providing confidential addictions, counselling, education and support to individuals; families and the community and for promotion healthy lifestyles and healthy choices.

MAJOR DUTIES:

1. Ensures that the Ahousaht Chief and Council mission and vision statement are striving.
2. Performs, all duties and responsibilities in accordance with the Ahousaht First Nation policies, standards and procedures, and as directed by the Administrator.
3. The Alcohol and Drug Counselor provides supports to individuals and families experiencing addictions. This may include confidential individual, family or group counselling about the causes and effects addictions support for families dealing with addictions and/ or referrals to treatment for individuals requesting the opportunity.
4. The Alcohol and Drug counselor will also provide education to individuals and groups in the community with a focus on high-risk populations including youth and pregnant woman. Counsellor will be familiar with other services and resources in the community and work closely to provide information and support when required.
5. Provide alcohol and drug counselling and support to individuals, families and groups in the community.

Main Activities:

- a. Provide counselling to individuals regarding the use and effects of alcohol and drugs.
- b. Provide counselling to pregnant woman about the effects of drugs and alcohol on the fetus, as requested.
- c. Accept referrals from individuals, families and agencies in the community.
- d. Provide group counselling, as requested.

- e. Maintain strict confidentiality guidelines regarding all client's conversations and referrals.

6. Provide community education and support, as requested.

Main Activities:

- a. Provide community education and support programs, as requested.
- b. Access and collect relevant information and resources.
- c. Distribute relevant information.
- d. Access funding for alcohol and drug programs.
- e. Make visits presentations to various groups and organizations including the school aged children.
- f. Access or development promotional materials and information.

7 Provide Treatment Referrals, as required.

Main Activities:

- a. Assist individuals to identify their need to treatment programs.
- b. Assist with treatment programs.
- c. Assist clients to meet all requirements.
- d. Access funding for treatment.
- e. Evaluate the effectiveness of treatment programs.

8. Liaise with community agencies and supports.

Main Activities

- a. Ensure ongoing contact with agencies including the Health Centre, RCMP and School.
- b. Participate on interagency working committees.
- c. Conduct case conferencing with other agencies.
- d. Provide education by presentations and workshops as requested.
- e. Lobby agencies

9. Manage and administer the alcohol and drug program.

Main Activities:

- a. Maintain confidential written records of client interactions.
- b. Create and maintain current and accurate records of the numbers of clients served and the issues.
- c. Create and maintain notes about community contacts, presentations, and workshops.
- d. Maintain notes about suggestions for future presentations and programs.
- e. Maintain a resource library of information about addictions, prevention, FAS/E and other related topics.
- f. Secure the confidentiality of all interactions and records.
- g. Conduct all tasks regarding all relevant legislation, policies and procedures.
- h. Prepare and monitor the program budget.
- i. Approve expenditures within established signing authority.

10. Perform other related duties as required.

Qualifications/Knowledge and Experience:

1. Completion of Alcohol and Drug Counsellor Diploma.
2. At least three years of experience as an alcohol and Drug Counsellor

Deadline for Resumes is October 9th, 2023, no later than 4:00 PM. Maybe emailed or dropped off at Chahchum Hii Yup Tiic Mis to reception. Only those short listed will be contacted.