

Job Description

POSITION:	Mental Health & Addictions Counsellor
ACCOUNTABILITY:	Team Supervisor
CLASSIFICATION:	Full-Time Contract
DATE APPROVED:	October 24, 2023, July 30, 2024

JOB PURPOSE

The Mental Health & Addictions Counsellor will support individuals struggling with substance abuse and addictions disorders with help towards a path to recovery. The Mental Health & Addictions Counsellor assists individuals in locating and utilizing community resources including medical, housing, employment, daycare, and other services during Usage, Aftercare and Detox. The Mental Health & Addictions Counsellor functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

The Mental Health & Addictions Counsellor provides support to individuals struggling with substance abuse and addictions during, after and through detox.

- Review background information and interview individuals to conduct a complete mental health assessment to determine needs and level of risk;
- Apply mental health assessment to determine client's needs and discuss recommended services and support options for the client and their family;
- Develop plans of actions, implementation, and follow-up of the individual goal plan;
- Provide crisis intervention and emergency services for clients with health and safety concerns when it is determined that additional intervention is required;
- Teach clients, families and/or significant others a variety of coping mechanisms and strategies focusing on a healthy lifestyle including self-care, breathing techniques, and healthy eating;
- Liaise with mental health and addiction services and resources to provide necessary support and assistance;
- Assist clients in locating and utilizing community resources including medical, housing, employment, daycare, and other services;
- Maintain current progress records on clients and document intervention plans and outcomes;
- Discuss any difficulties or problems and formulate solutions for improvement;
- Support the client during all stages of recovery from usage to aftercare, detox and abstinence;
- Develop discharge plans in partnership with the treatment team;
- Complete client documentation and data requirements in accordance with hospital, Ministry of Health, and departmental standards;
- Complete case notes on a regular basis;
- Advocate for individuals regarding securing additional programming, housing, treatment, employment with agencies.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external service providers;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishinaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Post secondary diploma in Addictions and Mental Health programs is required
- Relevant diploma or degree in Human Services may be considered

Minimum Experience

- Minimum 2 years' experience as a therapist, social worker, or counsellor working with people with mental health and/or addiction issues.
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of First Nation communities and structures
- Knowledge of local services available to children and families
- Knowledge and understanding of the Child Youth and Family Services Act
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions, and the Seven Grandfather Teachings
- Knowledge of North Shore First Nations

Special Skills

- Excellent interpersonal skills
- Excellent case management and coordination skills
- Excellent mediation skills

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- Excellent conflict resolution skills
- Excellent problem-solving skills.
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer skills with MS Office software
- Excellent facilitation, coordination, assessment, and planning skills
- Ability to work independently and within a team environment.
- Ability to deal with difficult and conflicting situations.
- Ability to use good judgment and consistently display a positive and helpful attitude.
- Ability to take initiative and meet deadlines.
- Ability to work flexible hours including unplanned overtime.
- Ability to adapt to and manage change.
- Ability to work with confidential and highly sensitive and personal information.
- Proven ability to work with First Nation communities and people.
- Ability to understand and speak Anishnaabemowin is a definite asset.

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

WORK SITE LOCATION

This position will be located in each of the North Shore First Nation Communities between Sault Ste. Marie and Sudbury.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Mental Health & Addictions Counsellor will typically be in a home or office setting with regular meetings with children, families and other professionals. The Mental Health & Addictions Counsellor is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations.

The physical demands include but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Mental Health & Addictions Counsellor will be required to travel to meetings in the province of Ontario.

The Mental Health & Addictions Counsellor must be able to multi-task within a fast-paced, high-volume and demanding environment. The Mental Health & Addictions Counsellor absorbs and interprets information from multiple parties on a regular basis and is required to listen and reconcile multiple points of view, which can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Mental Health & Addictions Counsellor to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

The Mental Health & Addictions Counsellor may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phones.

SUPERVISORY RESPONSIBILITY

This position is not required to supervise staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Chief Executive Officer, Senior Director of Services, Director of Services, Protection and Resource Managers, Supervisors, Children’s Mental Health department, co-workers, and other staff.

External

The Mental Health & Addictions Counsellor will interact with First Nation staff, community members and other agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date