



ORIENTATION AND RELAPSE PREVENTION COUNSELLOR
DENOVO TREATMENT CENTRE
SUNDRIDGE, ONTARIO

De Novo is an alcohol and drug treatment service operated as a partnership between management and unionized members of Ontario's construction trades.

Purpose of Position:

The main focus of this position is to provide specialized counselling; **orientation, relapse prevention education**, and support services to individuals, and if possible family members. The Counsellor helps clients understand and address substance abuse and related problems, including family dynamics, and lifestyle changes. The Counsellor is expected to work collaboratively with a multi-disciplinary team of professionals within the organization, and to establish and maintain partnerships with related community organizations.

To provide treatment services by:

- a) Conducting individual and group counselling sessions for clients.
- b) Providing intervention, lifestyle and personal counselling to assist individuals with managing substance abuse, or related problems.
- c) Assisting clients with developing skills to achieve and maintain treatment goals through relapse prevention strategies, orientation, guided self-change, family intervention and aftercare.
- d) Adhering to a client-centered counselling approach using Best Practices, Stages of Change, Motivational Interviewing and proven treatment modalities.

To provide case management services by:

- a) As the primary worker, providing ongoing assessment of the client and his problems and adjustment to the treatment plan.
- b) Linking to and working co-operatively with outside agencies, if necessary.
- c) Making appropriate referrals to other organizations that can support identified client needs. (Ontario Works, non-profit housing, legal aid etc.) as required.
- d) Ensuring comprehensive documentation is completed for each client through management of a case file and case notes.
- e) Conducting internal and external consultations and case conferences, as required.
- f) Developing and implementing the discharge plan. Referring to Aftercare with client's permission.
- g) Closing client files, and completing follow-up contacts.
- h) To have meals with clients on a rotating basis with co-worker.
- i) To do scheduled checks of client's rooms.
- j) If necessary to clean client's rooms on discharge.

Responsibilities and Duties:

To deliver entry services which include inquiry, intake and screening by:

- a) Responding to inquiries with a strong knowledge of addiction and community services using effective communication and interpersonal skills.
- b) Determining appropriateness of a person's for agency services.
- c) Registering clients with the agency and orient them to the services available at the agency.
- d) Conducting a full intake pre-admission package by phone to determine the client's immediate, risk management needs if any.
- e) Providing direction for the next steps for admission to Denovo Treatment Centre. i.e. Doctor's referral form, B.A.'s authority etc.

To provide assessment and treatment planning by:

- a) Conducting an initial assessment as a mutual investigation or exploration to determine specific client needs, characteristics, problems, goals and/or Stage of Change.
- b) Administering the Addiction/Discharge Assessment Tools (ADAT) to all clients.
- c) Discussing assessment results with client as the basis for treatment planning.
- d) Negotiating a treatment plan with the client based on assessment results, the clients strengths, prioritized problems areas, clinical judgment, client preferences, readiness for change and any identified barriers to treatment.

Performs administration, professional development and program development activities by:

- a) Completing administrative duties as required such as expense claims, and attending staff meetings, health and safety and other meetings as directed.
- b) Monitoring and maintaining established agency procedures for health, safety and fire codes.
- c) Participating in training and professional development through reading, networking, courses, workshops and seminars that will enhance skills and knowledge of substance abuse and related issues.
- d) Participating in program development and assessment through planning, implementing and evaluating programs, as required.
- e) Participating in and contributing to continuous quality improvement activities.

Disclaimer:

This job description describes the general nature of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required.

Education:

Post Secondary Degree or Diploma in Humanities (BSW, MSW, BHSc in Addictions, Social Worker Diploma, Diploma in Addictions Treatment and Prevention, ICADC or about to write the exam for your ICADC).

Experience:

Previous work in the field of addictions and/or the health field.

Knowledge:

A sound clinical understanding of substance abuse and strong knowledge of Motivational Interviewing, Stages of Change, Best Practices and proven treatment modalities. Basic understanding of issues related to concurrent disorders, gambling sexual diversity and family dynamics.

Skills:

Strong communication, interpersonal, observation, counseling, documentation, presentation, organization and time management skills. Proficient in computer and keyboard applications.

Abilities

Spoken Communication: Ability to clearly present information through the spoken word; influence or persuade others through oral presentation in positive or negative circumstances; listen well.

Tolerance of Ambiguity: Able to withhold actions or speech in the absence of important information, deal with unresolved situations, frequent change, delays or unexpected delays.

Written Communication: Able to write clearly and effectively present ideas and to document activities; to read and interpret written information.

Interaction: Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.

Versatility: Able to modify one's own behavioural style to respond to the needs of others while maintaining one's own objectives and sense of dignity.

Energizing: Able to create positive energy (motivation) in both individuals and groups.

Coping: Able to maintain a mature problem-solving attitude while dealing with interpersonal conflict, hazardous conditions, personal rejection, hostility or time demands.

Working Conditions

Travelling could be required, continuous exposure to interruptions, fragmented work time, unpleasant hygiene situations, exposure to contagious illness, potentially violent situations, or verbal and emotional abuse from clients.

Essential Duties

Must have access to reliable transportation. Must be willing to obtain "F" license. Acquire and maintain First Aid, CPR certification, WHMIS.

Confidentiality Requirements: The Counsellor shall follow the Freedom of Information and Protection of Privacy Act by not releasing information regarding a client unless a written, authorized Release of Information form is signed and witnessed.

Sundridge is strategically located approximately 45 minutes north of Huntsville and 45 south of North Bay.

Salary is in accordance with Liuna Local 1110 Contract

Qualified candidates are invited to direct their applications to:

Jacqie Shartier

Executive Director

279 Adams Road

Sundridge, ON P0A 1Z0

Fax 705-384-2350

Jshartier.denovo@bellnet.ca