

**HOBBEMA YOUNG SPIRIT WINDS SOCIETY
NATIONAL NATIVE ALCOHOL & DRUG ABUSE PROGRAM
TREATMENT SUPERVISOR
JOB POSTING**

SUMMARY:

Under the Direction of the Executive Director, the Treatment Supervisor is responsible for assisting in the supervision of Counselors, Driver, Treatment Program and Clients.

DUTIES AND RESPONSIBILITIES:

- Oversees the Treatment Program Services
- Monitor occurrence reports of events such as incident reports, etc.
- Maintain and monitor an effective Case Management System with primary counselors
- Participate, prepare and maintain all administrative tasks required such as reporting, work planning, scheduling, program management
- Ability to adhere and maintain all Accreditation Standard requirements
- Ability to supervise and lead staff in a positive manner
- Ensure networking and mobile plans and schedules are complete
- Maintain good working relationships

POSITION REQUIREMENTS:

- Graduation from a recognized College or University with a Degree or equivalent in Social Work, Psychology, Sociology and/or Addictions, preferably in the Counseling Service sector or any combination of training and experience which provides the required knowledge, ability and skills such as CAC II
- Possess a current certificate in the field of addictions treatment and counseling
- Operation/administrative management, organizing, human resources, analytical and communications, work planning knowledge and skills are required.
- A demonstrated positive role model for staff, clients and the communities at large.
- Excellent written and oral communication skills
- Excellent computer technology skills

GENERAL REQUIREMENT:

- Minimum of two (2) years sobriety.
- Must possess a current First Aid and CPR Certificate.
- Provide a criminal and Child Welfare Information System (CWIS) check, as required.
- Ability to speak a First Nations language would be an asset.
- Knowledge of First Nations culture and traditions would be an asset.
- Willingness to take training as required.
- Must maintain client confidentiality
- Valid class 4 drivers license and submit drivers abstract would be an asset.
- Must sign an Oath of Confidentiality, Conflict of Interest and a Code of Conduct form.

NOTE SCREENING PROCESS: The following process will apply:

- Resumes will be screened for qualifications and personal suitability.
- Copy of certificates and a Criminal Clearance letter, Drivers Abstract and Child Welfare Record Check **Must** accompany the resume
- Must be an **ABSTAINER** from drugs and alcohol
- Three letters of reference

**We thank all applicants who apply and advise only those
Selected for an interview will be contacted.**

Please forward Resumes to and for further information please contact:

Hobbema Young Spirit Winds Society
Attention: Maureen Ward
Box 570
HOBBEMA, Alberta
T0C 1N0
Phone (780) 585-2219 Fax (780) 585-2665

* Job Description Available Upon Request*

CLOSING DATE: January 20, 2012 4:30 PM