



# NATIVE COURTWORKER

AND COUNSELLING ASSOCIATION OF BRITISH COLUMBIA

<b>Job title</b>	<i>Alcohol and Drug Counsellor</i>
<b>Reports to</b>	<i>Program Manager – Health Programs</i>
<b>Status</b>	<i>One (1) Full Time - Permanent (35 hours per week) One (1) Full Time - Temporary</i>
<b>Salary</b>	<i>\$39,437.22 per year + (As per salary grid)</i>

## Our Organization

The Native Courtworker and Counselling Association of BC provides “A Helping Hand to Justice” for all Indigenous people across the province of British Columbia. Our mission is to provide culturally appropriate justice and health related services according to our client’s needs. Our organization has been around for 45 years and our success is rooted in basing our approach in our traditional values, common to all Indigenous nations.

## The Position

We are accepting applications for one Alcohol and Drug Counsellor for our Vancouver office. As part of a multidisciplinary team, the Alcohol and Drug Counsellor works with individuals to provide culturally appropriate approach assessment and help them and their families through the process of rehabilitation and recovery from drug & alcohol. The successful candidate will be subject to Criminal Record Check and agreeing to join the British Columbia Government and Service Employees’ Union, which is the official bargaining agent for NCCABC employees.

## Duties and Responsibilities

The Alcohol and Drug Counsellor will provide services to one hundred clients per year with a treatment time ranging from three to six months and allocating 15-30 hours of individual treatment as well as group or family treatment when needed. The A&D Counsellor might cover all or some of the areas below, depending on operational feasibility:

### Administrative

- Facilitates triage and screening of all individuals seeking help through the Counselling Services. The incumbent conducts a risk assessment to determine type of service needed and explains the services offered, providing relevant mental health education, recommending other forms of support, and discussing community service options.
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- Assess regular services and special projects and given reports when requested.
- Implement, manage and complete filing while cross-referencing such special documents as: intake forms, case histories, progress reports, referral forms.
- Complete monthly client service data forms as well as input of data into the database.

### Counselling

- Provide "out-patient" D & A counselling services to chemically dependent individuals, and their families.
- Assess individuals, families, and youth requesting alcohol and drug dependency related issues.
- Make referrals to other community health and service agencies when required.
- Provide a "follow-up" service to referred clients through telephone calls, letters, or personal contact with other agencies.
- Intervene, upon request, in alcohol and/or drug related crisis situations.
- Act as referral agent for clients requiring services such as legal aid, income assistance, child protection services, drug and alcohol counselling, marriage and family counselling, sexual abuse offender and victim counselling, physical abuse offender and victim counselling, suicide counselling.



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- Maintain a manual & electronic client information system and record of group activities.

### Outreach

- Provide outreach by identifying alcohol and drug related problems in the Vancouver community, and collaborating with other agencies in the development of chemical dependency awareness activities, programs, projects and seminars.
- Assisting in the planning and development of self-help, personal development and information programs groups such as AA, ACOA, ALATEEN, NA, EA, etc., and in the development of personal development and informational programs.

### Skills and competencies

- Must have a Certification in Addiction Counselling or a bachelor's degree in Social Work. Strongly preferred Bachelor's in Psychology or related field or five to seven years' relevant experience.
- Licensed or eligible to be licensed within a Regulated Mental Health Profession in British Columbia
- Progressive clinical and administrative experience in an individual-focused Addictions service environment with a background highlighted by mental health and behavioral development skills.
- A minimum of two/three years' work experience in a behavioral healthcare environment is required
- Knowledge and understanding of Indigenous culture and traditions and a demonstrated ability to work with Indigenous people. **Preference will be given to individuals with an indigenous background as per section of Section 41 of the Human Rights Code.**

### Competencies:

- Strong strategic thinking, organizational abilities, and communication, as well as an appreciation of the benefits of collaborative inter-departmental functioning in an ever-changing environment
- Understanding of various social and political issues in the Aboriginal community. Ability to apply knowledge and experience in the areas of Trauma, PTSD, Residential School, Colonial Impact on Aboriginal Peoples
- Networking and collaboration: Ability to apply interagency Case Management process and documentation

### Why us

If you are a caring individual, with an ability to think out of the box and provide others with a clear path to recovery, then you will be starting a rewarding career with a reputable organization.

For the Permanent Position, after the successful completion of the probationary period, you will also get a comprehensive benefits package, including:

- Medical, extended health, and dental (Optional)
- Group life, AD & D and Long-term disability
- 3 weeks of vacation after completion of one year of service
- 1.5 sick days for a total of 18 sick days per year and up to 150 days.
- Contribution to our Pension Plan
- Mentorship

### Application Process

To illustrate your ability to fulfill this position, please enclose a cover letter, along with your resume, indicating why your skills will be the right ones for this position. Applications will be accepted until the position is filled.

To apply, email your full application to [hrrspecialist@nccabc.net](mailto:hrrspecialist@nccabc.net) with the subject: A&D Counsellor – Vancouver or apply via Indeed at your earliest convenience.

**We would like to thank you in advance for your interest in this position. Only the candidates selected for an interview will be contacted.**