

**UNITED NATIVE FRIENDSHIP CENTRE  
JOB DESCRIPTION**

<b>Position Title:</b> Indigenous Alcohol and Drug Worker	<b>Date Approved:</b>
<b>Team:</b> Justice Team	<b>Date Revised:</b> June 29, 2018

**IMMEDIATE SUPERVISOR:** Justice Team Lead

**SUPERVISION:** Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the Board of Directors of the United Native Friendship Centre and under the direct supervision of the Executive Director or designate.

**PURPOSE OF POSITION:** To ensure the provision of culturally appropriate mental health and addictions support services to community members. The program is designed to address individual, family, and community mental health and addictions needs by utilizing a wholistic approach to care (physical, mental, emotional and spiritual.)

**QUALIFICATIONS:**

- Possess post-secondary education in Indigenous studies, social service work or a combination of equivalent and relevant education
- Minimum of three years demonstrated and related experience in a social service setting
- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on the impacts of trauma, family violence, and community outreach
- Knowledge of the Friendship Centre and its stated aims and objectives
- Ojibwe language is an asset
- Excellent written and oral communication skills
- Knowledge and experience in statistical reporting/computer knowledge and annual work plans
- Must be able to travel when required
- First aid and CPR certification
- Must provide a vulnerable sector criminal reference check prior to employment
- Must possess a valid driver's license

**KEY RESPONSIBILITIES:**

- To conduct peer-counselling sessions and case management services for direct service users
- Provide culture-based intervention services including but not limited to: arranging healing ceremonies, sweat lodge ceremonies, utilizing recognised Elders/Traditional teachers, etc.
- Support direct service users to navigate and access addiction treatment centres and provide ongoing supports

- Organize workshops for direct service users and interested community members such as sharing circles, teaching circles, healthy relationships, etc.
- Support individuals and families who request information or assistance concerning mental health and addictions services
- Design, develop and deliver mental health, addiction educational presentations and information materials to individuals, families, community organizations and services
- Provide wrap-around services and strength based action plans for each individual direct-service user; to address goals in the areas of pre-treatment, treatment and aftercare planning
- Promote awareness and ensure access to the program through a variety of outreach efforts and promotional activities
- Maintain up-to-date and confidential client files, referrals and record keeping
- Communicate with Friendship Centre staff members, community professionals and other service providers to ensure that services for clients are coordinated
- Refer direct service users to appropriate community resources and arrange transportation or accompany direct service users to appointments as needed
- Accurately report and ensure all program objectives are being met in accordance with agreements
- Utilize the quarterly reporting tools and database to input data as required
- Maintain a positive working relationship with Friendship Centre employees and community agencies

**WORK CONDITIONS:** Due to the key responsibilities of this job it is understood that the Indigenous Alcohol and Drug Worker position will, at times, need to adjust their time of work to suit the programs and direct service users' needs. There will be some regular evening and weekend work.