



SUNRISE

Healing Lodge Society

1231 - 34th Avenue N.E., Calgary, AB T2E 6N4

(P) 403-261-7921 (F) 403-261-7945

(E) nasgeneral@nass.ca

Job Title: Addiction Counsellor

Supervised by: Program Director

Addiction Counsellors provide alcohol, drug and gambling addictions treatment services to both outpatient and inpatient clients. Major job responsibilities include: one-to-one counselling, group facilitation, community educational presentations, compilation of statistics, assisting in the development and monitoring of client treatment plans, administrative tasks, light housekeeping and other duties as assigned.

This position will demonstrate the following competencies:

The Addiction Counsellor will:

- (a) Be competent in the performance of the services and functions undertaken on behalf of the person served. Counselors will recognize that sufficient ability for a particular task may require advice from or collaboration with (experts in) other professional disciplines and will seek client agreement to work in these collaborative situations. (adapted from Alberta College of Social Workers: Code of Ethics, 1983)
- (b) Have a background or contextual knowledge of substance abuse, and gambling addiction to better understand and support clients, their families, and prospective clients.
- (c) Apply a comprehensive range of evidence-informed counselling techniques aimed at improving the overall well-being of substance and gambling addictions.
- (d) Articulate both verbally and in writing in a manner that builds trust, respect, and credibility, as well as include active listening skills and congruent non-verbal communication
- (e) Maintain accurate, up-to-date, comprehensive client records able to withstand legal scrutiny that includes one-to-one counselling sessions, group attendance and any and all other pertinent information. All documentation concerning clients to be completed within the work day - with late entries after 12 hours, noting as such.
- (f) Be knowledgeable about Indigenous Culture especially Blackfoot Culture as Sunrise is located within Treaty 7 and Blackfoot Territory.

- (g) Be knowledgeable in the AA 12 Step Abstinence Model and practice this as the primary Addiction model of the agency.
- (h) Provide respectful and effective services to diverse populations, especially Indigenous clients.
- (i) Be knowledgeable with regard to community and professional resources; and act as an addictions treatment consultant to other agencies and industries.
- (j) Facilitate a client's movements within and between service providers, including maintaining accurate documentation and sharing of client information in accordance with all the privacy acts.
- (k) Recognize and respond effectively to crisis phone calls and if required, make appropriate referrals to other community resources.

Client Care

The Addiction Counsellor will:

- (a) Regard the well-being of the clients they serve as their primary professional obligation.
- (b) Document contacts with clients in their client files at least one time per shift if working in the Shift Office.
- (c) Monitor client attendance.
- (d) Closely monitor clients who have been "flagged" for serious medical conditions, medications, allergies and prescribed special diets, and follow recommendations.
- (e) Write confirmation letters of program attendance.
- (f) Provide additional support to Outpatient clients if needed.
- (g) Complete a suicide assessment with a client who has expressed suicide ideation and/or if staff suspect client may have suicidal ideation or tendencies, and follow the reporting protocol in the Operation Procedures Manual. Consult with staff on duty and consult with the Program Director or other supervisor if needed.
- (h) Complete outpatient Intakes as requested.
- (i) Assist with the client's treatment plan and step work.
- (j) Participate in client case conferences, mandatory counselor and staff meetings as scheduled or directed by Supervisor
- (k) Assist in the orientation and training of new Addiction Counselors and practicum placements under the direction of the Program Director.

Group Facilitation

The Addiction Counsellor will:

- (a) Facilitate group sessions as scheduled.

- (b) Follow the Sunrise Treatment Program format as developed by the agency and follow protocol with respect to outline, content, delivery methods and researched material/handouts.
- (c) In collaboration with other Addiction Counsellors, ensure the coverage of group sessions if a shortage of staff.
- (d) Prepare and conduct “marble” graduation ceremony for clients completing treatment.

Community Presentations

The Addiction Counsellor will:

- (a) In conjunction with the Program Director, identify community needs and resources to plan and guide collective action and collaboration with such agencies
- (b) In conjunction with the Program Director, plan and deliver seminars, workshops or educational lectures for other agencies or the public. Participant evaluation forms are used and forwarded to the Program Director.

Administration

The Addiction Counsellor will:

- (a) Ensure Rosters are completed daily.
- (b) Identify and prioritize tasks, develop and implement plans to meet the timelines and deadlines of such tasks.
- (c) By the end of the first week of each month complete statistics and forward to the Program Director.
- (d) Complete and forward any Incident Reports according to the incident reporting protocol.
- (e) All leave requests submitted and approved by Program Director two weeks in advance of required time off.
- (f) Fill out a Repair Work Order should a repair be needed and forward to Director of Facility Operations.

Other

- Continuously apply professional and personal self-care principles to oneself to sustain optimal productivity while maintaining physical, mental, emotional and spiritual health.
- Conduct oneself at all times with the following Sunrise Values:
 1. Safety – We promote a culture of safety for all.
 2. Service – We are client focused based on Indigenous Spirituality as the foundation that supports the agencies programs and service delivery.

3. Leadership – We support teamwork and value the unique contribution of each team member and work cooperatively with others to achieve common goals, and demonstrate respect and cooperation.
4. Respect – We recognize the diversity, worth, dignity and potential of self and others.
5. Integrity – We conduct ourselves in a professional and ethical manner and we are accountable for our actions both personally and as an organization.