



MUNICIPALITY OF CAMBRIDGE BAY

POSITION DESCRIPTION

I. General Information:

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| Position / Title: | Senior Program Development Officer | Employee Name: | |
| Supervisor Title: | Director of Healthy Living | Supervisor Name: | Charles Zikalala |
| Employees Supervises: N/A | | | |

II. Purpose of Position:

Under the direction of the Director of Healthy Living, the Alcohol & Addictions Counselor is responsible for:

- 1) Counseling clients regarding drug, alcohol and gambling addictions
- 2) Community Alcohol and Drug awareness programs and other activities
- 3) Youth programs relating to Alcohol and Drug abuse
- 4) Administration duties related to the alcohol and drug awareness program
- 5) Liaison with other municipal staff on wellness initiatives
- 6) Liaison with other agencies such as the Department of Health, Government of Nunavut

III. Essential Duties and Responsibilities:

- Maintain confidentiality on all information pertaining to the Department of Healthy Living, Justice Committee, Crisis Shelter, and clients.
- Counseling clients by:
 - Being a role model by having an addiction free lifestyle
 - Provide culturally sensitive counseling to clients of all ages on an individual, family or group basis by:
 - Facilitating client's growth by encouraging their activities, ideas and strengths
 - Assisting clients to establish goals and objectives for counseling
 - Encouraging clients in their self-help group participation
 - Avoid building a counselor dependency
 - Building on family supports and traditional values where possible
 - Assisting individuals and families to build supportive networks
 - Encouraging a spiritual search without imposing your own values and beliefs
 - Being prepared to counsel at the Center, on the Land or where the client feels secure
- Working with Elders and other cultural elements as part of the counseling process
- Taking an integrated approach that recognizes underlying issues such as family violence and unresolved grief, which are often contributing factors and need to be dealt with as part of healing from alcohol and drug abuse
- Assessing and assisting individuals in obtaining treatment.
- Liaison with other agencies such as the Department Health, when appropriate
- Encourage Alcohol Anonymous meetings in the Community
- Plan workshops relating to alcohol and drug addictions



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- Provide follow-up counseling and support for clients returning from treatment programs by:
 - Consulting with Treatment Center Counselor upon departure of client
 - Offering program support, encouragement and ongoing counseling
 - Identifying client needs in terms of support services
 - Encouraging and facilitating contact and discussion/liaison with other clients who have also undergone treatment
 - Documenting interactions with clients for reference and continuity
 - Provide Alcohol, Drug and related information to individuals, groups, organizations, and community to facilitate awareness of alcohol and drug use and abuse by:
 - Holding information sessions, film presentations, and workshops within the community
 - Utilizing media to increase awareness through articles, advertising, radio programs and interviews
 - Distributing brochures, pamphlets, posters relating to alcohol/drug abuse and related issues
 - Assist the community in planning special events and programs for Addictions Week
 - Youth programs regarding alcohol and drug abuse by:
 - Doing school presentations in collaboration with teachers; discussing and developing materials for the school curriculum.
 - Activities during National Addictions Awareness Week
 - Support, advise, and administer Alateen and other Youth Groups
 - Workshops related to alcohol and drugs addictions awareness for young people
 - Counseling young people
 - Promote Healthy Community Awareness by:
 - Working with community groups and recreation workers to devise and deliver positive, constructive and substance free leisure activities
 - Writing reports of cases
 - Ensuring client file management procedures are followed
 - Participate as a team member in planning and carrying out wellness center activities
 - Participate in regular staff meetings and sharing insights, questions, and ideas
 - Procure funding for special programs
 - Report to and perform other duties as assigned by the supervisor
- IV. Education and Certification:**
- Grade 12
 - Diploma in Human Services
 - Certificate in Alcohol and Drug counseling



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V. Experience:

- 2 year's related work experience
- Total abstinence from alcohol and drugs for a minimum of three (3) years
- Addiction counseling experience and/or training
- Planning experience and/or training
- Program management, delivery and evaluation

VI. Knowledge, Skills and Abilities:

- Knowledge of basic office procedures
- Must be willing to learn specific computer software applications appropriate to the position
- Communication skills in English is required and Inuinnaqtun is an asset
- Understanding of crisis management and the ability to deal with life threatening situations
- Interpersonal Communications
- Maintaining strict confidentiality in relation to clients and their families
- Must be able to perform tasks according to established policies and procedures without supervision
- Must be able to work with staff and the general public in an effective, positive, confidential, and tactful manner
- Must be able to attend meetings, staff development and training sessions outside of regular working hours as assigned
- Must be willing to work evenings and weekends as required for community activities
- Must be able to work in a cross-cultural environment

WORKING CONDITIONS:

Physical Demands:

The employee will spend long hours sitting, standing, and using office equipment and computers which can cause muscle strain. The employee may be lifting equipment and materials up to 30 lbs.

Environmental Conditions:

The employee will be required to move throughout the community. The employee may come in contact with community members who are ill and/or contagious and must take precautions to ensure the health and safety of all individuals including self.

Sensory Demands:

Regular contact with the public may affect senses and respiratory system. The employee must be very adept at listening to others and spending long hours on the computer preparing detailed reports which requires attention to detail and high levels of accuracy.



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Mental Demands:

There are regular deadlines associated with this position which may cause stress. The employee must deal with a wide variety of people and will have to manage a number of requests and situations at one time. There may be a number of activities and situations happening at once and the employee must be prepared to prioritize and multitask. The employee must deal with a wide variety of people with challenging personal issues.