

Sample First Nation Alcohol & Drug Abuse Coordinator/Counselor Job Description

POSITION: ALCOHOL AND DRUG ABUSE COORDINATOR/COUNSELOR

REPORTS TO: Executive Director

DIRECT REPORTS: Positions assigned to the coordinator

OVERALL RESPONSIBILITY

To manage and administer alcohol and drug addictions programs. The counselor is expected to provide counseling services related to addictions and life skills.

KEY FUNCTIONS

1. Counsel clients individually or in group sessions to assist in overcoming dependencies, adjusting to life or making positive life changes
2. Develop client treatment plans based on research, clinical experience and client histories
3. Conduct chemical dependency program orientation sessions
4. Coordinate counseling efforts with mental health professionals or other health professionals such as physicians, psychologists, nurses or social workers
5. Review and evaluate clients progress to monitor and evaluate the effectiveness of treatment provided
6. Plan or implement follow-up or aftercare programs for clients discharged from treatment programs
7. Complete and maintain confidential accurate records or reports regarding client histories and progress, service provided, or other required information
8. Prepare and monitor the program budget
9. Intervene as an advocate for clients and family members to resolve emergency and crisis situations
10. Coordinate activities with courts, probation officers, community services or other post-treatment agencies
11. Counsel family members to assist them in understanding, dealing with and supporting client
12. Develop, implement or evaluate public education, prevention or health promotion programs, working in collaboration with other organizations, institutions or communities
13. Act as liaison between clients and medical staff

QUALIFICATIONS

- Bachelor degree in Psychology, Social Work or related field from an accredited college or university or specialized training from a recognized professional association
- Minimum three years mental health related work experience
- Good knowledge and understanding of First Nations culture and socio-economic issues
- Must have initiative to be able to work effectively with various groups
- Excellent interpersonal skills is a must
- Problem solving skills with a results orientation
- Critical and innovative thinking
- Computer skills are essential

- Effective communication and public speaking skills

TERMS OF EMPLOYMENT

- Full-time permanent position
- Must be willing to submit to an oath of confidentiality
- Some occasional travel
- Must engage in ongoing continuing education
- Willingness and ability to work after regular hours and/or on weekends when required