

JOB DESCRIPTION**Non-management****DATE:** Nov 9, 2023

Job Title: Rehabilitation Counsellor**Service Area:****Reports to:** Program Supervisor**Job Code:** 30006958, 30536442, 30536443, 30536446, 30536447**Union:** MAHCP

Main Function:

Reporting to the Program Supervisor, the incumbent will conduct treatment services (for identified individual, couples or family). The position requires a commitment to a client-centred philosophy and approach to the development, provision, and support of Shared Health programs and services. The focus is to provide intake and assessment, counselling, referrals, case management, educational sessions, development of treatment plans and continuing care services for concerns related to the effects of addiction, alcohol and drug use.

Experience:

- Demonstrated knowledge and skills related to assessment and counselling.
- Excellent organizational, interpersonal, communication and documentation skills.
- Knowledge of the addictions and mental health fields and demonstrated ability to work within a complex system of services are required.
- Experience working from a client-centred perspective is essential.
- Training and /or experience in the utilization of Motivational Interviewing techniques and experience in developing, planning, preparing and facilitating educational material and services and experience in organizing community activities are required.
- Effective communication and problem-solving skills are required.
- Strong collaborative consultation skills and the ability to lead and train positively in a team environment are necessary.
- The ability to utilize current software, especially Word, PowerPoint and Publisher, and learn new technology for effective delivery of services is necessary.
- An understanding of, and sensitivity to, working with culturally diverse populations is essential.
- Fluency in English (ability to communicate in French and Indigenous languages including Ojibway and Cree is considered an asset).

Education:

- A Bachelor's degree in the Social Sciences from an accredited education institution with related field with a minimum of one-year supervised counselling experience (or volunteer experience);

or

- A Diploma in Applied Counselling (from an accredited education institution) with a minimum of two years supervised counselling experience (or volunteer experience).
- Working in the addictions field an asset.

Qualifications and Skills:

- Ability to communicate respectfully and positively with clients and staff and presents self in an approachable and friendly manner.
- Demonstrates a genuine enthusiasm for client-centred care and demonstrates empathy and compassion.
- Exhibits the ability to respond to client requests and crises in a responsible, timely and flexible manner.
- Demonstrates the ability to balance the needs of clients, other staff persons and those of the organization.
- Demonstrates enthusiasm for ongoing professional development activities and engages in reciprocal learning experiences with colleagues and Directors.
- Recognizes the importance of regular supervision meetings.
- Demonstrates active listening abilities, is coachable and responds positively to supervision.
- Works collaboratively in the context of a provincial organization, with numerous colleagues, to ensure a consistent Shared Health approach.
- Demonstrates a strong commitment to personal and professional ethics, integrity and responsibility.
- Ability to manage one's own emotions and strong feelings; maintain a calm and tactful composure under a broad range of challenging circumstances; think clearly and stay focused under pressure.

Required Licenses, Registrations, Designations:

- Active member in good standing of an associated regulatory body

Physical Demands and Working Conditions:

- May be required to work safely in a typical computerized office environment with frequent meetings.
- May be required to travel throughout the service area requiring a valid Manitoba driver's license and use of a personal motor vehicle.
- Some evening and weekend work may be required.

Major Responsibilities:

This position is guided by the foundational documents of the organization including the organizational vision, mission, values and policies, and available tools, models, methods and standards to support best practices from established independent organizations, applicable legislation, regulations and standards.

- Demonstrated ability to conduct bio-psychosocial/spiritual assessments and collaborate with clients to design client-centred, strength-based treatment plans that reflect evidence-based practices and clinical skill.
- Demonstrated knowledge and skills related to counselling.
- Ability to match treatment services to client's unique circumstances.
- Demonstrated ability to maintain current and accurate confidential records of client files.
- Demonstrates skill and knowledge related to Motivational Interviewing techniques/coaching skills.
- Works collaboratively with a multi-disciplinary team within the organization.
- Participates on committees, teams or work groups at the local and provincial level as requested

by the Supervisor and/or Director.

- Establishes and maintains professional working relationships and regular communication with community and other related organizations relevant to client's needs.
- Demonstrates the ability to operate Microsoft software applications, internet and email communications.