

 <b>NORTHERN</b> <b>HEALTH REGION</b>	<b>Job Description</b>			
	<b>Job Title:</b>	<b>Community Addictions Worker 2</b>		
	<b>Department:</b>	Substance Use & Addictions/Recovery		
	<b>Section:</b>	2 – Allied Health		
	<b>Employee Group:</b>	MAHCP	<b>WS#: (FAC)</b>	NA
	<b>Issue Date:</b>	November 3, 2022	<b>Last Edit Date:</b>	July 25, 2024
<b>Approved by:</b> Director Health Services, Mental Wellness and Substance Use & Addictions/Recovery <b>Reviewed by:</b> VP Human Resources & Chief Human Resources Officer				

<b>Summary:</b>	<p>Assists in the delivery of Substance Use &amp; Addictions/Recovery service to rural communities. Conducts intake and assessments, case management and file documentation, individual and group counselling and the delivery of rehabilitation programs related to alcohol, drugs and gambling with adults and youth. Program areas include, but not limited to Adult treatment, Impaired Driver's, Gambling, and Youth Services. Works within a multi-disciplinary team context as well as independently, on self-assigning hours and be able to travel the geographical area Services are provided within the context of the goals and objectives of the Northern Health Region.</p> <p>There is also a requirement to collaborate with the local health/social service team and planners in the communities and to be a part of addressing community needs as appropriate to NHR mandate.</p> <p>Due to the nature of the position, it is a requirement that:</p> <ul style="list-style-type: none"> <li>Gender equity with the client group is considered</li> </ul> <p>The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person, Child Abuse Registry check and Adult Abuse Registry check, and adhere to all Northern Health Region policies and procedures.</p>
<b>Reports to:</b>	Regional Manager Health Services, Substance Use & Addictions/Recovery
<b>Competencies / Requirements:</b>	
<b>Degrees, Certificates and Licenses:</b>	<ul style="list-style-type: none"> <li>Baccalaureate degree or Clinical Master's degree in related field to the position or equivalent</li> <li>Current active registration with the applicable registering body</li> <li>Current certification from a recognized Health care Provider Basic Life Support (BLS), or obtain within three (3) months of commencing employment</li> <li>Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the region year round</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Experience working in the field of addictions with specific knowledge of recovery principles</li> <li>Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet</li> <li>Knowledge of office management systems and procedures</li> <li>Knowledge of individual, group and crisis counseling methods</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Effective written and verbal communication skills</li> <li>Ability to speak an Indigenous language is an asset, preferably Cree, Dene or Michif</li> </ul>

	<ul style="list-style-type: none"> <li>• Respects and promotes a culturally diverse population</li> <li>• Ability to work effectively in a multi-disciplinary team and independently</li> <li>• Effective conflict resolution skills</li> <li>• Demonstrates facilitation, negotiation and leadership skills</li> <li>• Ability to engage clients in learning recovery-oriented skills such as goal-setting, problem solving and managing change Ability to facilitate learning based on client's age, educational level and need/readiness to learn in individual or group contexts</li> <li>• Comprehensive skills in case management, collaboration, program development and evaluation, and group facilitation</li> </ul>
<b>Duties:</b>	<ol style="list-style-type: none"> <li>1. Advocates on behalf of the Northern Health Region</li> <li>2. Contributes to a culture of safety and health in the workplace that is free from racism (Indigenous and all forms)</li> <li>3. Contributes to a culture of client safety that is free from racism (Indigenous and all forms)</li> <li>4. Ensures provision of treatment services to clients and their families/ significant others</li> <li>5. Acts as a resource to the community</li> <li>6. Provide administrative functions</li> <li>7. Ensures effective communication within the department and the organization</li> <li>8. Ensures Continuous Quality Improvement</li> <li>9. Demonstrates professionalism within the Code of Conduct</li> <li>10. Demonstrates leadership qualities</li> <li>11. Ability to recognize and pursue self-development opportunities</li> <li>12. Assists with training new employees as required</li> </ol>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• Primary day shift, Monday to Friday</li> <li>• Weekend and evening work on occasion</li> <li>• Combination of office setting and outreach within the communities</li> <li>• Travel, including gravel and winter roads and, where applicable, by small plane, within the region year-round</li> <li>• Overnight travel as required</li> </ul>
<b>Decision Making:</b>	<ul style="list-style-type: none"> <li>• Independent judgment and problem-solving</li> <li>• Consultation with supervisor for overview and monitoring, as well as specific consultation on complex cases and situations</li> <li>• Responding to client/family/worker inquiries/complaints and providing resolution to issue</li> <li>• Responsible for problem solving in collaboration with other members of the healthcare team and/or clients/families/major stakeholders</li> </ul>
<b>Key Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Regional Manager Health Services, Substance Use &amp; Addictions/Recovery</li> <li>• Supervisor</li> <li>• Program Staff</li> <li>• Clients</li> <li>• Communities</li> </ul>
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b><i>It is understood that the duties and responsibilities contained in this job description are representative of those necessary to carry out the functions of the position, however they do not limit the incumbent from performing other related duties.</i></b></p>	

Job Duties from Job Description	Performance Measures
1. Advocates on behalf of the Northern Health Region	1.1. Promotes the mission, vision, values, and goals of the NHR 1.2. Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), NHR policies, and any other applicable legislation 1.3. Adheres to all NHR policies 1.4. Maintains acceptable state of health in accordance with the Attendance Support & Assistance Program (ASAP)
2. Contributes to a culture of safety and health in the workplace free from racism (Indigenous and all forms)	2.1 Takes care to protect own health and safety 2.2 Takes all precautions necessary to protect the safety and health of other employees 2.3 Uses appropriate protective clothing/equipment 2.4 Understands and follows legislation and workplace safety and health requirements 2.5 Reports incidents and unsafe acts and hazards 2.6 Cooperates with Workplace Safety and Health Committee and Employer on safety and health issues 2.7 Complies with the Respectful Workplace Policy 2.8 Embraces cultural safety in the workplace 2.9 In collaboration with, and under the supervision of the Manager/Designate, ensures hazards are identified and proper steps are taken to control the risks, monitors work areas and corrects unsafe work acts and conditions, instructs/coaches' employees to follow safe work procedures and ensures necessary personal protective equipment is provided to employees and used properly 2.10 In collaboration with, and under the supervision of the Manager/Designate, ensures equipment is properly maintained, ensures colleagues have the information, training, certification, supervision and experience to do their jobs safely and assists with safety handling, storage and disposal of chemical and biological substances in the workplace
3. Contributes to a culture of client safety that is free from racism (Indigenous and all forms)	3.1 Reports any client safety concerns to the appropriate department lead and/or management 3.2 Commits to client safety as a key professional value and an essential component of daily practice 3.3 Integrates client safety practices into daily activities 3.4 Understands client safety practices that reduce the risk of adverse events such as infection control, injury prevention, safe administration of medication, and risk awareness 3.5 Recognizes, responds, and reports adverse events and near misses
4. Ensures provision of treatment services to clients and their families/significant others	4.1. Conducts assessments of clients referred for service to the various programs in MIS format and appropriate screening/assessment tools 4.2. Establishes treatment goals and plan with collaboration with clients, and individuals within the support network as appropriate 4.3. Incorporate strategies in coping with aspects of life in which there are difficulties and for achieving and maintaining a substance/gambling free lifestyle or reduced usage/

	<p>involvement with family focus in mind</p> <p>4.4. Conducts therapeutic sessions on an individual or group basis as appropriate following the treatment plan</p> <p>4.5. Provides information and educates the client and family involved in treatment</p> <p>4.6. Exploration of, and referral to, other service agencies occurs as indicated by goals</p> <p>4.7. Collaboration/liaison occurs with other agencies with the consent of client related to case management</p> <p>4.8. Ensures referral agencies (i.e., Probation) are provided with feedback information</p>
5. Acts as a resource to the community	<p>5.1 Act as a resource to the community related to prevention and education in the field of alcohol/other drug/gambling problems and addictions</p> <p>5.2 Identifies systemic and collective issues within the community, for which prevention and education services may be required</p> <p>5.3 Collaborates with the Regional Prevention Education Consultants and staff in specialized programs in order for cohesiveness in planning for, and delivery, of service to occur</p> <p>5.4 Collaborates and facilitate with community health care and social service professionals and self-help groups regarding any prevention/education planning and activities</p>
6. Provide administrative functions	<p>6.1 Participate in discussions with supervisor aimed at optimal provision of service to clients, and community-based programs</p> <p>6.2 Completes all monthly reporting requirements in a timely manner (i.e. leave reports, expense accounts, work load statistics)</p> <p>6.3 Maintain current file documentation as per NHR policy</p>
7. Ensures effective communication within the department and the organization	<p>7.1 Communicates and consults with the Supervisor</p> <p>7.2 Ensures communication and responses to inquiries are addressed in a timely and effective manner</p> <p>7.3 Communicates and works effectively with client, interprofessional team, and other stakeholders, using client-centered principles that address physical, cultural, or other barriers to communication and manages professional relationships</p> <p>7.4 Actively participates on external committees as required by program supervisor</p> <p>7.5 Complete reports as determined by the planning and project management requirements of NHR</p>
8. Ensures Continuous Quality Improvement	<p>8.1 Participates in Accreditation process and committee activities</p> <p>8.2 Performs in a manner that minimizes risk and exposure to personal and/or corporate liability</p> <p>8.3 Embraces LEAN methodology</p>

9. Demonstrates professionalism within the Code of Conduct	9.1 Demonstrates the ability to accept and adjust to change 9.2 Assumes responsibility for own actions 9.3 Exhibits initiative in the work environment 9.4 Appears professionally as described in the NHR and department dress code policies 9.5 Reports for work as scheduled in a prompt manner 9.6 Demonstrates a commitment to their clients, public and profession 9.7 Adheres to the Code of Ethics recognized by the provincial regulatory organization 9.8 Practices within scope of professional and personal limitations and abilities
10. Demonstrates leadership qualities	10.1 Demonstrates leadership competencies as outlined in the NHR Leadership Competency Framework 10.2 Leadership Competency Self-Assessment – Leading in Place
11. Ability to recognize and pursue self-development opportunities	11.1 Reviews and keeps up to date with policies and procedures of the NHR 11.2 Completes Absorb mandatory courses as required 11.3 Attends required staff training sessions, in-service programs, or seminars as required 11.4 Attends scheduled staff meetings and any other required meetings
12. Assists with training new employees as required	12.1 Participates in orientation of new employees as necessary 12.2 Provides guidance to learners as required