

 NORTHERN HEALTH REGION	Job Description		
	Job Title:	Rehabilitation Counsellor	
	Department:	Substance Use & Addictions/Recovery	
	Section:	2 – Allied Health	
	Employee Group:	MAHCP	WS#: (FAC) NA
	Issue Date:	February 6, 2024	Last Edit Date:
Approved by: Regional Manager Health Services, Substance Use & Addictions/Recovery			
Reviewed by: VP Human Resources & Chief Human Resources Officer			

Summary:	Provides individual and group counselling for clients in the areas of alcohol, drugs and gambling and participates in the team process within the program area. Assesses clients' needs, provides individual and group counselling in residential or community-based service areas. Integral to the treatment process, is the incumbent's ability to establish and maintain linkages with appropriate community resources. 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.
Reports to:	Regional Manager Health Services, Substance Use & Addictions/Recovery
Competencies / Requirements:	
Degrees, Certificates and Licenses:	<ul style="list-style-type: none"> • Baccalaureate degree in related field to the position or equivalent • Current active registration with the applicable registering body • Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the region year round • Current certification from a recognized Healthcare Provider Basic Life Support (BLS), or obtain within three (3) months of commencing employment
Knowledge:	<ul style="list-style-type: none"> • Experience working in the field of addictions with specific knowledge of recovery principles • Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet • Knowledge of office management systems and procedures • Knowledge of individual, group and crisis counseling methods • Orientation/training in the principles of Co-occurring Disorders • Knowledge and familiarity with northern health issues, culture, and population served
Skills:	<ul style="list-style-type: none"> • Effective written and verbal communication skills • Ability to speak an Indigenous language is an asset, preferably Cree, Dene or Michif • Respects and promotes a culturally diverse population • Ability to work effectively in a multi-disciplinary team and independently with limited supervision • Demonstrates facilitation, negotiation and leadership skills • 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

	<ul style="list-style-type: none"> • Comprehensive skills in case management, collaboration, program development and evaluation, and group facilitation • Ability to prepare reports and statistical information • Demonstrates effective organizational, interpersonal, critical thinking/problem solving and decision-making skills
Duties:	<ol style="list-style-type: none"> 1. Advocates on behalf of the Northern Health Region 2. Contributes to a culture of safety and health in the workplace that is free from racism (Indigenous and all forms) 3. Contributes to a culture of client safety that is free from racism (Indigenous and all forms) 4. Assesses clients' needs, provides individual and group counselling in residential or community-based service areas 5. Establishes and maintains linkages with appropriate community resources 6. Ensures provision of treatment services to clients and their families/ significant others 7. Acts as a resource to the community 8. Provides administrative functions 9. Provides consultation to other healthcare professionals, agencies or referral sources, clients, and the general public 10. Ensures effective communication within the department and the organization 11. Ensures Continuous Quality Improvement 12. Demonstrates professionalism within the Code of Conduct 13. Demonstrates leadership qualities 14. Ability to recognize and pursue self-development opportunities 15. Assists with training new employees as required
Working Conditions:	<ul style="list-style-type: none"> • Primary day shift, Monday to Friday • Weekend and evening work on occasion • Potential for exposure to communicable disease
Decision Making:	<ul style="list-style-type: none"> • Daily management of client care activities of department • Responding to client/family/worker inquiries/complaints and providing resolution to issue • Responsible for problem solving in collaboration with other members of the healthcare team and/or patients/residents/clients/families/major stakeholders
Key Working Relationships:	<ul style="list-style-type: none"> • Regional Manager Health Services, Substance Use & Addictions/Recovery • Clients • Community resource groups
Direct Reports:	<ul style="list-style-type: none"> • None
<p><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></p>	



JOB DUTY ACTIVITIES FOR REHABILITATION COUNSELLOR

NORTHERN
HEALTH REGION

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. Assesses clients' needs, provides individual and group counselling in residential or community-based service areas	4.1 Provides individual and group counselling for clients in the areas of alcohol, drugs and gambling and participates in the team process within the program area 4.2 Conducts assessments and determines most suitable program area

	<p>4.3. Develops and implements individual treatment plans for client(s) by establishing treatment goals in collaboration with clients and individuals within the support network as appropriate</p> <p>4.4. Records and maintains pertinent client information following Substance Use & Addictions/Recovery procedures for file documentation</p> <p>4.5. Ensures completion of required forms for the Substance Use & Addictions/Recovery Management Information System</p> <p>4.6. May supervise collection of urine samples as required</p> <p>4.7. Meets administrative requirements with respect to correspondence, statistics, activity reports and attendance</p> <p>4.8. Conducts assessments of clients referred for service to the various programs in MIS format and appropriate screening/assessment tools.</p> <p>4.9. Incorporates 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/involvement with family focus in mind</p> <p>4.10. Conducts therapeutic sessions on an individual or group basis as appropriate following the treatment plan</p> <p>4.11. Provides information and educates the client and family involved in treatment</p> <p>4.12. Provides exploration of and referral to other service agencies as indicated by goals</p> <p>4.13. Collaborates/liaises with other agencies with the consent of client related to case management</p> <p>4.14. Ensures referral agencies (i.e. probation) are provided with feedback information</p>
5. Establishes and maintains linkages with appropriate community resources	<p>5.1. Acts as a resource person for referral agents and agencies</p> <p>5.2. Acts as a liaison with community groups, responds to informational requests and represents Substance Use & Addictions/Recovery accordingly</p> <p>5.3. May be required to develop, deliver and facilitate/co-facilitate Substance Use & Addictions/Recovery informational workshops</p> <p>5.4. 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>5.5. Identifies systemic and collective issues within the community for which prevention and education services may be required</p> <p>5.6. 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>5.7. Collaborates and facilitates with community health care and social service professionals and self-help groups regarding any prevention/education planning and activities</p>
6. Ensures provision of treatment services to clients and their families/significant others	<p>6.1. Provides individual counselling to clients and affected persons</p> <p>6.2. Is able to work in group settings and to also provide education in large group settings</p> <p>6.3. Acts as a case manager for clients in the In-House program or the Community Based program</p>

7. Acts as a resource to the community	7.1. Is able to provide information to clients and their families in the community
8. Provides administrative functions	8.1. Participates in discussions with supervisor aimed at optimal provision of service to clients, and community-based programs 8.2. Completes all monthly reporting requirements in a timely manner, i.e., leave reports, expense accounts, work load statistics 8.3. Maintains current file documentation as per NHR policy
9. Provides consultation to other healthcare professionals, agencies or referral sources, clients, and the general public	9.1. Responds to requests for information as a member of the Team to support treatment plans of related healthcare professionals, providing services to the same client base 9.2. Provides documentation as requested by other healthcare professionals 9.3. Develops treatment plans to be implemented by other healthcare professionals
10. Ensures effective communication within the department and the organization	10.1. Communicates and consults with the Regional Manager Health Services, Substance Use & Addictions/Recovery 10.2. Ensures communication and responses to inquiries are addressed in a timely and effective manner 10.3. 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
11. Ensures Continuous Quality Improvement	11.1. Participates in Accreditation process and committee activities 11.2. Performs in a manner that minimizes risk and exposure to personal and/or corporate liability 11.3. Embraces LEAN methodology
12. Demonstrates professionalism within the Code of Conduct	12.1. Demonstrates the ability to accept and adjust to change 12.2. Assumes responsibility for own actions 12.3. Exhibits initiative in the work environment 12.4. Appears professionally as described in the NHR and department dress code policies 12.5. Reports for work as scheduled in a prompt manner 12.6. Demonstrates a commitment to their clients, public and profession 12.7. Adheres to the Code of Ethics recognized by the provincial regulatory organization 12.8. Practices within scope of professional and personal limitations and abilities
13. Demonstrates leadership qualities	13.1. Demonstrates leadership competencies as outlined in the NHR Leadership Competency Framework 13.2. Leadership Competency Self-Assessment – Leading in Place
14. Ability to recognize and pursue self-development opportunities	14.1. Reviews and keeps up to date with policies and procedures of the NHR 14.2. Completes Absorb mandatory courses as required 14.3. Attends required staff training sessions, in-service programs, or seminars as required
15. Assists with training new employees as required	15.1. Participates in orientation of new employees as necessary 15.2. Provides guidance to learners as required