

Job Description						
 NORTHERN HEALTH REGION	Site:	The Pas				
	Department:	Rosaire House – Behavioural Health				
	Reports to:	Manager, Addictions & Acute Mental Health Services				
	Code #:	JD-24-070	Employee Group:	MAHCP	WS#: (FAC)	NA
	Issue Date:	December 14, 2015	Last Edit Date:	November 16, 2017		
	Job Title:	Addiction Recovery Practitioner LEAD				

Summary:	<p>The Addiction Recovery Practitioner Lead coordinates the primary case assignments and ongoing treatment planning for assigned clients with the other members of the clinician governance team. Also leads the treatment team in screening all outpatient contacts for referrals to the programs and services of the facility. Holds a case load and provides evidence based addictions interventions. Provides day to day support and guidance to the clinical team and residential care workers on evidence based treatment. In addition, becomes an essential part of the clinical governance team by providing expert clinical governance to the day to day practice of peers under the guidance of the Clinical Governance Framework. Operating within a recovery-oriented, trauma informed, and culturally safe philosophy, will strive to make addiction awareness a public priority, promoting healthy habits, and reducing the stigma and discrimination associated with addictions. The focus of all services will be based on a risk reduction, recovery, and resiliency.</p> <p>Due to the nature of the position, it is a requirement that:</p> <ul style="list-style-type: none"> ▪ A criminal records check indicates no outstanding charges ▪ A child abuse registry check indicates no record of abuse against children ▪ Staff not currently be engaged in substance abuse and/or problem gambling; 'Substance abuse' is defined as possession or use of illegal drugs, abuse of alcohol, prescription drugs or other mind-altering substances <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 (NHR) policies and procedures.</p>
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Competencies / Requirements:	
Degrees, Certificates and Licenses:	<ul style="list-style-type: none"> • Bachelor's degree in the Social Work; (other combinations of education and experience may be considered) • Specific training in substance abuse treatment • Minimum of five (5) years direct experience in addictions • Eligibility to register with approved licensing body • Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the Region year round
Knowledge:	<ul style="list-style-type: none"> • Familiar with Windows based programs (Microsoft Word, Excel, Outlook, Power Point) and Internet • Thorough knowledge of addiction, cause and effects, evidence based models

	<p>of treatment and their application to northern indigenous cultures in particular</p> <ul style="list-style-type: none"> • Knowledge of individual, group, and crisis counseling methods related to substance use/abuse • Orientation/training in the principles of CODI • Knowledge of Systems Theory • Recovery-oriented Practice Guidelines for the treatment of substance-abuse • Knowledge of trauma-informed Care • Clinical supervision in Addiction Treatment
Skills:	<ul style="list-style-type: none"> • Knowledge and skills in establishing and maintaining a therapeutic relationship • Knowledge and familiarity of northern cultures and the population to be served • Knowledge and skills in current evidence-based best practices in addictions care • Ability to facilitate learning based on learner's age, educational level, and need/readiness to learn in individual or group contexts • Capacities to be flexible in practice patterns and effectively manage time to accomplish activities • Mental and emotional health to meet the demands of the position • Ability to work independently using own initiative and judgement • Ability to work effectively in a multi-disciplinary setting • Ability to engage in clinical supervision for self and with others • Ability to provide clinical guidance in orientation of new staff, as well as the education of health care professionals, including peers • Ability to speak Cree an asset • Effective problem solving skills in clinical matters • Ability to self-reflect in practice • Effective verbal and written communication skills • Demonstrates interpersonal skills through clear communication and positive behaviour • Ability to respect and promote a cultural diverse population
Duties:	<ol style="list-style-type: none"> 1. Advocates on behalf of the Northern Health Region as a whole 2. Promotes safety and health in the workplace 3. Contributes to a culture of client and staff safety 4. Assumes responsibility for providing primary addiction services to clients assigned to their care in the role of Practitioner LEAD 5. Assumes responsibility for promoting health wellness and life skills education through group therapy and didactic sessions 6. Ensures continuity of client care within the scope of the Treatment Centre 7. Performs facility-related duties 8. Performs clinician-related duties 9. Leads team in designing the current best practice substance abuse recovery programming 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 staff as required
Working	<ul style="list-style-type: none"> • Flexibility to respond to occasional crisis calls

Conditions:	<ul style="list-style-type: none"> Staff is not to give clients their personal phone numbers; this would be considered unethical May be asked to work “on call” and respond to crisis calls within the Treatment Centre
Decision Making:	<ul style="list-style-type: none"> Decisions regarding the assessment, treatment plan, and aftercare arrangements of clients assigned Day to day service delivery Content of all documentation prepared by the incumbent on behalf of the client Crisis management Case management pertaining to the client’s circumstances while in residence, including those decisions made by other staff members
Key Working Relationships:	<ul style="list-style-type: none"> Manager Clinical Governance Team Director of Behavioural Health Clients Addiction and mental health staff Residential Care Workers Referral sources External partners Other RHA health care professionals/departments, especially Primary Health Care teams Community Resources, eg. RCMP, lawyers, probations, parole, physicians, psychiatrist, psychologist Self-help groups General Public
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>	

Approved By:

November 16, 2017

VP, Director or Manager

Date

Reviewed by Human Resources:

November 16, 2017

VP Human Resources & Chief HR Officer

Date

JOB DUTY ACTIVITIES FOR
ADDICTIONS RECOVERY PRACTITIONER LEAD
JD-24-070

Job Duties from Job Description	Performance Measures
1. Advocates on behalf of the Northern Health Region as a whole	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 Act (FIPPA), NHR policies, and any other 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. Promotes safety and health in the workplace	2.1 Takes care to protect own health and safety 2.2 Takes all precautions necessary to protect the safety and health of other workers 2.3 Understands and follows legislation and workplace safety and health requirements 2.4 Cooperates with the Workplace Safety and Health Committee and Employer on safety and health issues 2.5 Reports incidents and unsafe acts and hazards 2.6 Respects and promotes psychological safety in the workplace for all staff and clients 2.7 Participates in identification of the knowledge base and competency level required for safe practice in the specific area 2.8 Ensures professional practice is consistent with legislative, regulatory, ethical and professional standards 2.9 Knowledgeable in facility fire, safety, and disaster plans as well as policies and procedures related to security and client 2.10 Complies with the Respectful Workplace policy
3. Contributes to a culture of client and staff safety	3.1 Commits to client safety as a key professional value and an essential component of daily practice 3.2 Uses appropriate protective clothing/equipment 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 3.6 Demonstrates concern for safety of clients and takes appropriate action 3.7 Questions health care practices that may not be in the best interest of the client and/or public and, where appropriate, uses established mechanisms to report and follow-up 3.8 Takes preventative, as well as, corrective action to protect clients from unsafe, incompetent, unjust or unethical circumstances 3.9 Provides an environment that is supportive for the client
4. Assumes responsibility for	4.1 Acts as team leader and resource person for the clinical staff

<p>providing primary addiction services to clients assigned to their care in the role of Practitioner LEAD</p>	<p>4.2 Chairs the weekly case conference and discharge planning meetings</p> <p>4.3 Supervises client admissions under the principles and best practices of the Co-Occurring Disorder Initiative</p> <p>4.4 Facilitates the admission planning meetings to finalize the caseloads with clinicians and make revisions to the schedule should changes be required. Processes all admissions each Monday to open charts with appropriate documentation. Prepares assignments lists and attendance sheets for posting</p> <p>4.5 Conducts house meetings with staff and clients to review safety regulations such as fire plan, WHMIS, etc.</p> <p>4.6 Facilitates session evaluations each week, to provide opportunity to clients for feedback to program content</p> <p>4.7 Oversees random drug tests on clients, analyzes results with client's clinician, and determines any actions required from test results. Has the authority to determine the need for an immediate test on any client when concerns expressed either by other clients and/or staff</p> <p>4.8 Chairs client intervention meetings to help determine consequences on client performance issues</p> <p>4.9 Assists clinician staff with assessment of and treatment plans for clients</p> <p>4.10 Monitors progress of clients in the absence of the clinician (ie. If the clinician has called in sick) and reassigns that clinician's session duties as required</p> <p>4.11 Facilitates group sessions as needed determined by clinician absence or workload inequities</p> <p>4.12 Participates with Manager in the interview and orientation process for new hires to the clinician and residential care worker team</p> <p>4.13 Supervises student practicums in conjunction with the clinician assigned for case conferencing with a client</p> <p>4.14 Informs Manager of unusual and/or emerging issues for consultation and/or advice</p> <p>4.15 Participates with the Manager in ensuring a continuous quality improvement philosophy exists for the services to Rosaire House clients</p> <p>4.16 Engages in self-reflective clinical supervision (individual and group)</p> <p>4.17 Provides clinical consultation to peers as assigned</p> <p>4.18 Provides evidence-based addictions treatment as required</p>
<p>5. Assumes responsibility for promoting health wellness and life skills education through group therapy and didactic sessions</p>	<p>5.1 Ensures that appropriate conditions, conducive to the safe exploration of client issues, are present in small group sessions</p> <p>5.2 Develops, implements, and evaluates addiction treatment programs within the Treatment Centre</p> <p>5.3 Presents self in an approachable and friendly manner as an ethical representative of a professional community organization</p> <p>5.4 Reviews and revises the residential program (as part of the clinical governance team) to ensure content is current and accurate, sessions are appropriately coordinated, emerging common client needs, and issues are addressed</p> <p>5.5 Delivers programs through lectures, group facilitation, and</p>

	<p>5.6 Establishes and maintains professional working relationships and regular communication with community and other related organizations</p> <p>5.7 Responds to informational requests and represents Rosaire House Addiction Centre as directed</p>
6. Ensures continuity of client care within the scope of the Treatment Centre	<p>6.1 Orientates new staff as directed by orientation schedule issued by the Addictions Manager</p> <p>6.2 Acts as advisor to students from educational facilities as directed by evaluation process issued by the Addictions Manager and monitored by team leader</p> <p>6.3 Participates on committees, or teams at the local, regional, or provincial level as directed</p>
7. Performs facility-related duties	<p>7.1 Ensures there are adequate supplies on hand and orders placed for stock items through the Materials Management Issuing program of Citrix to the Stores department of the hospital</p> <p>7.2 Ensures food orders are placed with dietary for each day on duty and ensures there are food supplies in the facility by placing orders with the Dietary department of the hospital</p> <p>7.3 Prepares non-stock requisitions for supplies needed in the facility and forwards same to the Manager for approval</p> <p>7.4 Monitors the completion of maintenance requisitions by the Maintenance department of the hospital to ensure a safe environment within the facility</p> <p>7.5 Arranges for, and monitors, the transportation of the bed linen to and from the laundry department of the hospital once a week</p> <p>7.6 In the absence of the Manager, ensures all shifts are covered and staff timecards are accurate and approved through the Environment for Scheduling Personnel (ESP) program of Citrix, to the Payroll department of the RHA</p>
8. Performs clinician-related duties	<p>8.1 Conducts individual counseling sessions and completes related documentation with a minimum contact time of three hours per week per client. Contact time to be increased as required to meet appropriate client needs</p> <p>8.2 Records and maintains pertinent client information following procedures for chart documentation for assigned clients (inpatient and outpatient)</p> <p>8.3 In the absence of the Manager, but under the direction of clinical governance lead; Delegates caseload assignments to other clinicians to ease time constraints to handle other duties within the facility</p>
9. Leads team in designing the current best practice substance abuse recovery programming	<p>9.1 Contributes to program development and operations through participation in designated committees, strategic planning, project improvement teams and working groups</p> <p>9.2 Participates in weekly meeting with team to go through feedback form and review programming</p> <p>9.3 Ensures current best practice knowledge and on-going learning is put in practice in facility programs</p>

10. Ensures effective communication within the department and the organization	<ul style="list-style-type: none"> 10.1 Communicates effectively with the Manager, peers, and Clinical Governance Team 10.2 Communicates effectively with other members of the Community Health Services team 10.3 Communicates with department staff, individually and as a group, to promote efficient functioning and high morale 10.4 Develops and maintains relationships with internal, as well as, external departments, agencies, or groups 10.5 Attends and participates on regular team planning meetings and reviews minutes 10.6 Completes any required reports 10.7 Participates in supervision meetings with direct supervisor or designated manager as required (scheduled or otherwise) 10.8 Provides case coverage or intake service for colleagues when required due to staff absences
11. Ensures Continuous Quality Improvement	<ul style="list-style-type: none"> 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 Embrace LEAN methodology
12. Demonstrates professionalism within the Code of Conduct	<ul style="list-style-type: none"> 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 professional as described in the NHR and department dress code policies 12.5 Reports for work as scheduled in a prompt manner
13. Demonstrates Leadership Qualities	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 14.4 Maintains knowledge of new developments in the addictions field through journal reviews, lectures, etc. 14.5 Participates in regular individual and team supervision meetings 14.6 Implements related learning and professional development plans as discussed with Addictions Manager 14.7 Maintains professional credentialing, certification, and continuing education requirement on own initiative and in conjunction with organizational resources where available and as applicable 14.8 Participates in staff development programs and networking meetings to stay current with what is happening in the Community and the Province relevant to this program 14.9 Other duties as may be assigned within the employee's capabilities 14.10 Actively participates in all aspects of clinical governance

	framework (e.g., clinical supervision, standardized file review processes, and evaluation of evidence-base as it relates to competency)
15. Assists with training new staff as required	15.1 Participates in orientation of new staff as necessary 15.2 Provides guidance to students as required