

 <h2 style="text-align: center;">Job Description</h2>			
Job Title:		Prevention Education Consultant	
Department:		Substance Use & Addictions/Recovery	
Section:		2 – Allied Health	
Employee Group:	MAHCP	WS#: (FAC)	NA
Issue Date:	January 23, 2023	Last Edit Date:	
Approved by:	Regional Manager, Health Services (Substance Use & Addictions/Recovery)		
Reviewed by:	VP Human Resources & Chief Human Resources Officer		

Summary:	<p>Provides a range of prevention, education and counselling services for adult and youth client groups. Establishes and maintains a community network system. Provides recovery-oriented, trauma informed individual counselling, educational group programming and support services to individuals. Understands that the principles for recovery in addictions are founded upon hopeful, strengths-based approaches in pursuit of well-being, quality of life and full citizenship. Assists clients in understanding that recovery is a personal journey with goals defined by the individual, recognizing the significance of family, peers, workplaces and a community of support. Works collaboratively with related community organizations. Community contacts would be primarily related to reporting attendance and completion of programming to referral agencies such as NAADAP, Probation Services and Child and Family Services with the consent of the client. This is a non-supervisory position reporting to the Program Manager for supervisory and administrative matters.</p> <p>The goal of the Northern Health Region's addiction programming is to promote the recovery and mental wellness of the residents of the Northern Health Region (NHR) through trauma informed and culturally safe services.</p> <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>
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 the social sciences (combination of education and experience related to the position may be considered) Eligible to practice and maintain membership with the professional organization Current active registration with the applicable registering body Certification in Adult Education an asset 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"> A minimum of two (2) years' related experience Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet Knowledge of the principles of adult learning Experience in the design, development, implementation and teaching of educational programs Experience with community activities, assessments, community organization development or mobilization

	<ul style="list-style-type: none"> • Good knowledge of the field of addictions
Skills:	<ul style="list-style-type: none"> • Excellent 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 • Related counselling experience • Effective conflict resolution skills • Demonstrates effective organizational, interpersonal, critical thinking, problem solving and decision-making skills • Ability to respond to a variety of simultaneous demands and changing situations
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. Provides individual and group counselling for clients including assessment, referral, ongoing counselling in the community 5. Provides outreach, workshop and programming services 6. Ensure administrative functions that support the clients and the program are completed 7. Ensures effective communication within the department and the organization 8. Ensures Continuous Quality Improvement 9. Demonstrates professionalism within the Code of Conduct 10. Demonstrates leadership qualities 11. Ability to recognize and pursue self-development opportunities 12. Assists with training new employees as required
Working Conditions:	<ul style="list-style-type: none"> • Primary day shift, Monday to Friday • Combination of office setting and outreach within the communities • Travel, including gravel and winter roads and, where applicable, by small plane, within the region year round • Potential for exposure to communicable disease
Decision Making:	<ul style="list-style-type: none"> • Daily management of department activities • Responding to inquiries/complaints and providing resolution to issue • Responsible for problem solving in collaboration with other members of the healthcare team and major stakeholders • Prioritization of workload • File maintenance and storage, document management • Policy Development – recommendations of a policy nature to the Regional Manager, Health Services (Substance Use & Addictions/Recovery)
Key Working Relationships:	<ul style="list-style-type: none"> • Regional Manager, Health Services (Substance Use & Addictions/Recovery) • Clients • Mental Wellness Team • External Organizations
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>	



NORTHERN
HEALTH REGION

JOB DUTY ACTIVITIES FOR PREVENTION EDUCATION CONSULTANT

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
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
4. Provides individual and group counselling for clients including assessment, referral, ongoing counselling in the community	4.1 May carry a caseload as required. Will carry Impaired Driver Program files as required 4.2 Facilitates the IDP Educational Workshops in the region 4.3 Utilizes documentation policies and forms to adhere to file documentation processes
5. Provides outreach, workshop and programming services	5.1 Responds to community information and training requests 5.2 Participates on the Provincial Addictions Awareness Week activities in community 5.3 Provides a wide range of prevention and education programs to various target groups in accordance with NHR strategic goals, program goals, objectives and policies 5.4 Researches, designs and delivers educational workshops, seminars and training to service providers, students, community groups and organizations, clients and the general public. This educational programming facilitates public awareness of the Substance Use & Recovery philosophy and programs 5.4.1 May require development of training to fit needs of the group 5.4.2 May provide information sessions to youth and adults as required 5.5 Presents educational workshops and seminars to groups and organizations using standardized Substance Use & Recovery Course packages

	<p>5.5.1 May co-facilitate addictions related courses as required by Shared Health Staff Development</p> <p>5.6 Promotes community development by serving as a consultant both in the formation of community committees and to existing committees in matters pertaining to the prevention of addictions primarily related to alcohol, drugs and gambling</p> <p>5.6.1 Work with community committees that are focused on educational tasks such as Health Fairs, Career Fairs, and Substance Use Awareness</p> <p>5.6.2 Serves as a member of the Safer Choices Network</p> <p>5.7 Participates as a consultant and/or facilitator in the assessment and evaluation of community needs, formation of community development plans and strategies</p> <p>5.7.1 May complete surveys with various groups to plan for training and education needs</p>
6. Ensure administrative functions that support clients and the program are completed	<p>6.1 Ensures accurate completion of required forms for the Substance Use & Addictions/Recovery Management Information System</p> <p>6.2 Meets NHR administrative requirements with respect to correspondence, statistics, and reports</p> <p>6.3 Records and maintains pertinent client information following NHR procedures for file documentation</p> <p>6.4 Completes statistical documentation as required</p>
7. Ensures effective communication within the department and the organization	<p>7.1 Communicates and consults with the Regional Manager, Health Services (Substance Use & Addictions/Recovery)</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 Acts as a community resource in the addictions field for other health, social service, justice and community agencies</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	<p>9.1 Demonstrates the ability to accept and adjust to change</p> <p>9.2 Assumes responsibility for own actions</p> <p>9.3 Exhibits initiative in the work environment</p> <p>9.4 Appears professionally as described in the NHR and department dress code policies</p> <p>9.5 Reports for work as scheduled in a prompt manner</p>
10. Demonstrates leadership qualities	<p>10.1 Demonstrates leadership competencies as outlined in the NHR Leadership Competency Framework</p> <p>10.2 Leadership Competency Self-Assessment –Leading in Position: In-Scope</p>
11. Ability to recognize and pursue self-development opportunities	<p>11.1 Reviews and keeps up to date with policies and procedures of the NHR</p> <p>11.2 Completes Absorb mandatory courses as required</p> <p>11.3 Attends required staff training sessions, in-service programs, or seminars as required</p>

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
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