

JOB DESCRIPTION
Non-management

DATE: Nov 9, 2023

Job Title: Prevention Education Consultant

Service Area:

Reports to: Program Supervisor

Job Code: 30536437

Union: MAHCP

Main Function:

Reporting to the Departmental Lead - Prevention Education and Community Supports, the incumbent will provide education and prevention services to target groups and the general population, initiate and respond to Prevention, Education service requests from individuals, groups and organizations; facilitate Shared Health courses; support and participate in internal and external committees conduct client assessments and referrals and lead and support various prevention education projects.

The Prevention Education Consultant will demonstrate the following:

- 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-centered care and displays 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 his/her needs with 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 supervisors.
- Recognizes the importance of regular individual and team 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.
- Demonstrates a commitment to the agency's mission, vision, values, and objectives.

Experience:

- Minimum of two years related experience working with groups of people in an educational setting and/or a suitable combination of education and experience.

Education:

- Bachelor's Degree in a related discipline (Education; Social Sciences).

Qualifications and Skills:

- Skills in developing, facilitating, implementing, and evaluating educational services and experience in organizing community activities are required.
- A high level of knowledge of the addictions field is necessary.
- A demonstrated ability to communicate in a clear and concise manner verbally and in writing is required along with excellent interpersonal skills.
- Strong collaborative consultation skills and the ability to lead and train positively in a team environment are necessary.
- Demonstrate skill and knowledge related to Motivational Interviewing techniques and coaching skills.
- The ability to utilize current software, especially Word, PowerPoint and Publisher, and learn new technology for effective delivery of services is necessary.
- Proficiency in English, verbal and written, is essential.
- 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).

Required Licenses, Registrations, Designations:

Not applicable

Physical Demands and Working Conditions:

- The incumbent must have a valid driver's license and access to a reliable vehicle.
- Some evening work and travel will be required.

Major Responsibilities:

65% Prevention/Education activities – Provides a wide range of prevention/education programs to various target groups in accordance with strategic goals, program goals, objectives and policies, including:

- initiating and responding to requests for information from individuals, groups and organizations
- presenting educational workshops and seminars to groups and organizations using standardized Course packages.
- researching, designing and delivering educational workshops, seminars and training to service providers, students, community groups, organizations and the general public which facilitates public awareness of the philosophy and programs.
- promoting community development by serving as a consultant both in the formation of community committees and to existing community committees in

matters pertaining to the prevention of addictions.

- conducting special projects as assigned.
- participating as a facilitator and/or consultant in the assessment and evaluation of community needs, as well as the formation of community development plans and strategies.
- participating on committees, teams, or work groups, at the local, provincial or national level.

10% Assessment - To meet with referred individuals to determine the most appropriate level of service. This requires obtaining client information and completion of forms and file notes in accordance with standards.

10% Counselling - To provide individual and group counselling to clients. This involves the development of rehabilitation plans, goals and objectives, and scheduled sessions to determine progress. To complete required forms and file notes and to close client files in accordance with standards.

5% Referral - To ensure that the client is referred to the appropriate program and/or to the most appropriate community agency for service. To document referral as per file standards.

5% Documentation – To complete the required forms for the MIS system. Records and maintains pertinent client information following standards for file documentation.

5% Internal Reports – To prepare reports, statistics, and other administrative requirements.

Overall – To abide by the Code of Professional Practice and maintain professional conduct at all times.

Customer Service	A concern for providing prompt, courteous and attentive service to all customers, external or internal, plus the ability to understand and interpret their concerns and feelings. Confidence in own abilities to provide that service.
Creativity	Cultivates new approaches to accomplish goals and solve problems. Able to develop unique and novel solutions to problems; use intuition and a new way of thinking to give birth to new ideas; to present information in an attention-gaining and interesting manner.
Team Player	Effectively works with others in a team to achieve the same purpose; participates in a ways that respects the needs the contributions of others.
Decision Making & Problem Solving	Commits to a timely course of action which considers alternatives, risk and consequences in light of departmental goals, values, resources and constraints. Reaches timely decisions using sound judgement and discretion. Able to take action in solving problems while exhibiting judgement and a systematic approach to decision making.
Interpersonal Communication	Listens effectively and expresses ideas, both verbally and non-verbally, to achieve understanding. Able to communicate with other individuals while simultaneously building credibility and rapport. Able to interpret verbal and nonverbal behaviour to develop an accurate perception and understanding of others’ needs, values and opinions; to be sensitive to and aware of political factors and social environment. Able to clearly present information orally and/or influence others through oral

	presentation in positive or negative circumstances.
Written Communication	Expresses ideas in writing in a clear, concise and organized manner to a variety of audiences.
Planning and Organization	Ability to systematically make plans and set objectives, structure tasks to achieve objectives, establish priorities and make schedules.
Motivating & Engaging	Increases the participation of others by creating positive energy and motivation for individuals and groups. Fosters a positive attitude toward work environment and tasks.
Flexibility and Adaptability	Able to maintain a mature, problem-solving attitude while dealing with interpersonal conflict, personal rejection, hostility or time demands. Able to modify one's own behavioural style to respond to the needs of others while maintaining one's own objectives and sense of dignity. Demonstrates flexibility and effectiveness with changing environments, tasks, responsibilities and people.
Political Acumen	Able to recognize and utilize information about organizational, regional and cultural climate and key individuals to accomplish legitimate organizational goals; to be aware of the importance of timing and group processes in managing change; to be a change agent without being perceived as being a manipulator.
Assertiveness	Able to maturely express one's opinions in spite of disagreement; to accurately communicate questions and information to others regardless of their status or position. Proves customer service focus to identify and meet client and department needs.

MACHINES AND EQUIPMENT

Computer Equipment:

Standard computer equipment applicable to this position: (where available)

- Industry standard hard drive c/w mouse, keyboard, monitor
- Industry standard laser and desk jet printers, scanners

Standard computer software applicable to this position: (where available)

- Microsoft office suite 2000: Word, Power Point, Excel, Access

Equipment:

- Industry standard photocopy and fax equipment
- TV/VCR, Overhead Projector, Flip chart, Display units and Powerpoint and LCD Projector (where available).

WORKING CONDITIONS

- Off-site travel for short and/or extended period of time as required to perform the job.
- Moderate exposure to hazards associated with ground travel.
- Occasionally required to transport equipment used for presentations, displays and day- to-day office duties.

EMPLOYEE SIGNATURE

DATE:

SUPERVISOR'S SIGNATURE:

DATE