



GEORGIAN BAY NATIVE WOMEN'S ASSOCIATION

562 King St., Midland, Ontario L4R 4P3

Telephone: (705) 527 – 7043 Fax: (705) 527 – 4513

Job Opportunity: Indigenous Mental Health and Addictions Specialist

Reporting to: Team Lead GBNWA

Terms: Contract position with possible extension to 2025
40 hours a week

Wage: \$66,000 – \$68,000 plus benefits (DOQ)

Hours of work: Monday to Friday 8:30 – 4:30
(Evenings and weekends as required)

Job Summary

The **Indigenous Mental Health & Addictions Specialist** works within a multi-disciplinary team to provide prevention, assessment, referral, clinical counselling and follow-up services to individuals and family members affected by mental health and substance use issues, specifically individuals who self-identify as Indigenous.

Responsibilities

The Workers responsibilities will include but not be limited to:

- Provide mental health and addiction counselling and support to individuals, families and groups in the community
- Answer phone calls and inquiries concerning available programs and services
- Provide mental health counselling regarding the cause, symptoms and prevention strategies of various mental health diagnoses
- Provide counselling regarding the use and effects of alcohol and drugs
- Prepare needs and risk assessments
- Maintain a comprehensive understanding of crisis management and the impact of trauma on mental health and addiction issues
- Provide outreach counselling in the community
- Accept and make referrals to outside agencies
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals
- Utilize the Electronic Management Record system to document all client encounters in a timely manner
- Coordinate and facilitate educational workshops on mental health and addiction related topics
- Prepare funding proposals for mental health and addiction programs and initiatives, as requested Collaborate with GBNWA staff to develop promotional materials and information for health promotion initiatives
- Attend and sit on community and organizational committees.
- Provide treatment referrals
- Assist individuals to identify their need for treatment programs
- Liaise with treatment programs, assist clients to meet all requirements
- Access funding for treatment programs

- Evaluate the effectiveness of treatment programs
- Liaise with community agencies and supports
- Complete treatment centre referrals
- Complete Admission and Discharge Criteria and Assessment Tools (ADAT)
- Arrange transportation for clients to and from treatment centres
- Evaluate the effectiveness of treatment programs
- Prepare and facilitate mental health and addiction programs
- Develop and facilitate mental health and addiction-related group counselling programs, i.e. Structured Relapse Prevention and/or Cognitive Behaviour Therapy
- Conduct a Needs Assessment/SWOT Analysis for proposed programs
- Collaborate with community partners when developing programs
- Prepare program evaluations and analyze results
- Other duties as assigned

Qualifications

- Must provide a Criminal Records Check with vulnerable sector screening
- Minimum diploma in a Social Service or similar field
- Minimum 3 years previous experience working with Indigenous Communities
- Ability to work with Community Member centered approach
- Strong organizational, project management and time management skills
- Experience working on a collaborative team
- Strong connection to other social service providers within the community
- Excellent written and oral communication skills, with emphasis on keen listening and ability to effectively interpret verbal communications
- Excellent working knowledge of Microsoft Office
- Must be dependable, able to follow instructions, respond to management direction and be able to improve performance through management feedback
- Reliable vehicle, appropriate vehicle insurance coverage and valid Ontario “G” class drivers license and ability to travel
- Current, valid vulnerable sector criminal record check, Valid 1st Aid/CPR
- A cellular phone and internet access is required with this position

**Hiring of Indigenous people will be given preference, as allowed under Section 24 of the Ontario Human Rights Code-Special programs. Only those selected for an interview will be contacted.*

Posted until filled

Please send cover letter, resume & three (3) references to:

Attention: Sheri Charlebois,

562 King Street

Midland ON, L4R 4P3

Or by email to riscp@gbnwa.ca