



**JOB POSTING**  
**National Native Alcohol & Drug Abuse Program (NNADAP) Coordinator**  
**6 Month Contract**

**Interested Candidates:** Applications must include a cover letter, resume and three work-related references and/or letters of reference. **Candidates who do not comply will not be considered for an interview.**

**Job Scope:** The Alderville First Nation is seeking a trustworthy, caring and compassionate individual to fill the position of **National Native Alcohol & Drug Abuse Program (NNADAP) Coordinator**. Reporting into the Director of Health & Social Services, the NNADAP Coordinator is responsible to plan and deliver programs that focus on the reduction and prevention of substance abuse within the community of Alderville.

This is a *full-time, short-term contract position* for six months with *potential extension* starting immediately. Office hours at 35 hrs per week will be Monday – Thursday from 8:15am to 4:30pm and Friday 8:15am to 1:15pm – must be flexible to work some evenings and weekends.

**Key Job Functions:**

- Adheres to the maintenance of their own client case load maintaining a knowledge base on all areas of responsibility including one-on-one and group counselling, referrals, case management and pre and post treatment care and will share responsibility for promotion and prevention programming;
- Provides assessment, counseling and referral of support services to community members; performs a lead role in ensuring that program clients are receiving adequate service and that service provided is well documented;
- Required to carry out their duties and responsibilities in a manner, which reflects the philosophy and guiding principles of the Alderville Health vision and mission statement within the policies and procedures established by the organization.

**Planning and Advisory Services**

- Provide, guidance and peer counseling and make referrals as required to external service providers i.e. treatment centers & programs in the reduction of substance abuse;
- Initiate and facilitate community meetings, workshops, gatherings and events relevant to the prevention of all substance abuse;
- Assist the community in developing programs as determined by need;
- Assist prevention and youth initiatives.

**Liaison**

- Liaise with existing service providers, government affiliations, programs, agencies and facilities in the area;
- Work in a courteous, cooperative, positive and pro-active manner with staff and community;
- Provide information and assist as required;
- Represent and promote the interests of Alderville First Nation.

**Related Duties**

- Prepare reports on the progress of the program as directed by Supervisor;
- Prepare reporting requirements for other sources as required;
- Maintain accurate client records;
- Finance responsibilities.

**Qualifications:**

- Minimum of post-secondary diploma in Psychology, Social Work, Addictions or related field;
- 2-5 years' experience in Addiction Services and/or Drug and Alcohol Abuse Counselling.
- Demonstrated knowledge and understanding of Native culture, traditions, teachings, community dynamics;
- Current CPR/First Aid and AED certification;
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer.

**Preferred Experience:**

- Extensive knowledge and experience in developing and delivery of client based addiction services, referrals, linkages, case management and related addiction prevention programming;
- Knowledge of the nature of alcoholism, current methods and best practices in reducing addictions and current Native programs focusing on counseling, treatment and rehabilitation.
- Demonstrated ability to maintain complete confidentiality of all information at all times;
- Group facilitation skills and proven ability to facilitate programs and events;
- Ability to network effectively and productively with related organizations and agencies both within and outside the community;
- Must have excellent computer skills for reporting and presentation purposes;
- Excellent organizational, interpersonal, written and oral communication skills;

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$22.10 - \$23.26 per hour.

**Deadline to Apply:** **Open until filled** - first screening Tuesday, June 11, 2019 at 4:30 p.m.

**How to apply:** *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

**E-mailed** to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Fax to: (905) 352-3242

**Mailed** to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

**Attention:** HR Manager, Melissa Levesque **Re:** *NNADAP Coordinator*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

*Chief and Council retain the right to make the final decision on the selection of the successful candidate.*