

## **Employment Opportunity Treatment Coordinator**

Reference No. TWT-KWUN-TC-1121

**PURPOSE:** Reporting to the Kwun'atsustul Manager, the Addictions Treatment Coordinator will be responsible for providing logistical, administrative, and frontline support for community members seeking addictions services. This is a full-time, 1-year term position, with the possibility of extension, working primarily in the office and remotely via video conference. Some evenings and weekends may be required.

## **RESPONSIBILITIES:**

- Work closely with internal and external service providers such as: Kwun'atsustul counsellors, Elders, Sa'qw'thut nature-based program staff, harm reduction team, primary care, and treatment centers to ensure timely access to services, smooth logistics, transportation, and pre & post treatment planning;
- Meet one-on-one with community members to support their needs;
- Complete paperwork, provide referrals to internal and external resources when appropriate, and ensure timely referrals for residential treatment programs are completed and accurate;
- Maintain active working relationship with First Nations Health Authority and private treatment centers/programs;
- Remain familiar and up-to-date with program focus, therapeutic lens, availability to support opiate agonist therapies, requirements to attend, and waitlists;
- Walk alongside community members and their counsellors through the treatment process, and collaboratively plan for pre and post treatment services;
- Advocate for community members when appropriate;
- Develop trusting relationships with community members, prioritizing their safety and wellness;
- Liaise with Kwun'atsustul counsellors to organize, assist, motivate and support participation and follow-through in treatment services:
- Liaise with FNHA Substance Use & Psychiatry Virtual service, Ts'ewulhtun Health Centre nurses, addictions physicians, and Kwun'atsustul counsellors to support community members;
- · Attend community meetings, workshops, and organizations to promote program activities and initiatives as needed;
- Consult with the Kwun'atsustul Manager in regards to individual community members;
- Consult and debrief with Supportive Housing and Detox as well as Kwun'atsustul teams to ensure continuity of care;
- Consult with Cowichan Tribes internal services and external service providers when needed;
- Ensure all case management notes including daily communication logs are completed thoroughly and submitted to the Kwun'atsustul Manager;
- Complete cleaning duties as needed and ensure COVID-19 standards of care are met;
- Other related duties.

## EDUCATION AND EXPERIENCE: (Please attach all required documents)

- Bachelor's degree or a suitable combination of education and experience;
- 2-years of work experience at a Coordinator level;
- Experience working with addictions, recovery, treatment or related environment is required;
- Experience working in a First Nations community and a willingness to learn about culture, customs, and traditions of Cowichan people;
- Valid BC Drivers' License, Driver's Abstract, and a reliable vehicle;
- Certification in First Aid & CPR Level 1 minimum requirement;
- Vulnerable Sector Criminal Record Check required;
- WHMIS certificate required;
- Assist Training certificate considered an asset;
- Must be available to work a variety of shifts including some evenings and weekends.
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. All individuals must show Proof of Vaccination as a mandatory condition of their employment.

## SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of substance misuse, addictions, and harm reduction;
- Knowledge of behavioral and mental health issues associated with addiction recovery and substance misuse;
- Knowledge of FNHA, public and private treatment facilities and resources;
- Knowledge of Cowichan language, culture, and teachings;
- Knowledge of Ts'ewulhtun Health Centre internal/external resources available;
- Knowledge of residential and outpatient substance misuse services;
- Exceptional written, oral, interpersonal, and organizational skills;
- Ability to lead one-on-one and group activities;
- Time management with the ability to multitask different tasks simultaneously;
- Strong interpersonal, organizational, and communication skills;

**HOW TO APPLY:** Interested applicants are invited to submit a resume cover letter and three references. Applications must be sent to Human Resources by email before the deadline, with the Reference Number in the subject line.

**Reference No.** TWT-KWUN-TC-1121 Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com
Website: http://www.cowichantribes.com/employment
Deadline: Friday November 26 at 4:00 p.m.