



Haida Gwaii Society for Community Peace
 Tlaa Juuhldaa Naay Transition House
Place of Change

Box 811 2132 Collison Avenue
 Masset, Haida Gwaii, B.C. V01 1M0
 Phone: (250) 626-4664 Fax: (250) 626-4662
 www.hgpeace.ca

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| Job Title: | Supportive Recovery Counsellor | Reports To: | Transition House Director |
| Location | Masset, BC | Position Type: | Permanent Part-time |
| Classification: | Classification: Addictions Counsellor | Benefits: | Eligible for Pacific Blue Cross Extended Health, Dental, Group life, AD&D, LTD Municipal Pension Plan eligibility as per MPP Plan guidelines |
| Level/Salary Range: | \$38.68 – \$48.88 / hour JJEP Grid Level 14-P | Position Hours: | 0.5 FTE, 20 hours/week Schedule to be determined |
| Date Posted: | April 22, 2024 | Posting Expires: | May 31, 2024 |
| Applications Accepted By: | | | |
| FAX OR E-MAIL: (250) 626-4662 or td@hgscp.ca Subject Line: Supportive Recovery Life Skills position Attention: Transition House Director | | MAIL: Box 811 2132 Collison Avenue Masset, BC V0T 1M0 | |
| JOB SUMMARY: Provides prevention, assessment, referral, counselling, and follow-up services to HGSCP Supportive Recovery clients affected by alcohol and drug substance use disorders. Reporting to the Transition House Director, the Supportive Recovery Counsellor provides substance use recovery support services and counselling, develops and reviews substance use treatment plans, and provides life skills training, coaching, advocacy, and support to Transition House and Transition House Supportive Recovery program clients experiencing substance use disorder problems and to their caregivers/families, in accordance with an established plan of treatment/care. The Supportive Recovery Counsellor works to ensure that Supportive Recovery clients are connected with access to responsive, sensitive, and relevant assessment and treatment services. Motivates, assists, and supports clients with progress towards substance use recovery goals, documents and reports clients' progress and condition. Develops substance use recovery, treatment, harm reduction and ongoing recovery maintenance strategies and plans in collaboration with the clients and the Transition House team. | | | |
| KEY DUTIES AND RESPONSIBILITIES – | | | |
| <ul style="list-style-type: none"> • Completes client intakes into the Supportive Recovery program by completing and documenting client intake information during an initial client intake interview, and by screening and assessing potential Supportive Recovery clients for intake into the Transition House Supportive Recovery program according to established HGSCP Supportive Recovery program guidelines and mandate. • Assesses client goals and needs as appropriate by observing and listening to the client during interviews and assessing their goals and behavior to identify problems, barriers and needs as related to the client's substance use recovery goals. In collaboration with the clients, creates and works to implement a substance use recovery treatment plan with identified goals, timelines, and activities that includes harm reduction and formal substance use treatment programming as appropriate. | | | |



- Provides individual and group substance use recovery counselling using therapeutic techniques drawn from theoretical frameworks such as family systems, solutions-focused, narrative and psychodynamic group work.
- Encourages and promotes independence and self-sufficiency for clients and their caregivers/families by assisting them to develop effective short-term harm reduction strategies to manage substance use recovery situations and issues. Develops and facilitates support groups for clients as required.
- In collaboration with the client and the Transition House Director, evaluates the effectiveness of the client's substance use recovery plan, and identifies problems/barriers to success. Reviews and evaluates client's progress and makes adjustments to recovery plans as required.
- Supports clients with navigating access to rapid detox treatment and medically assisted withdrawal services, and advocates for client access to these programs as per established HGSCP Supportive Recovery Intake parameters. Provides feedback and suggested recommendations to long-term substance use recovery and treatment plans within established guidelines.
- Liases with other service providers including Northern Health, Nisla Naay Healing Society, substance use treatment programs, and others in order to coordinate recovery treatment planning with the client by making referrals to other programs and services as required.
- Assists clients in finding substance use intensive treatment services, assists with coordinating transportation to substance use treatment services, as well as providing support with post-treatment community reintegration including assistance with home finding and general housing support (moving, packing, cleaning), coordination of individual and personal care services, and referrals to appropriate community supports.
- Provides support and assistance to clients in navigating and accessing various systems of care and support, including medical system, social services support, First Nations Health Authority, and other counselling services. May provide assistance with navigating family and criminal court processes as appropriate.
- Provides follow-up support to clients after the end of formal substance use recovery treatment programs, by supporting and assisting with coordination of appropriate community reintegration planning and activities, such as access to ongoing counselling, support group access, life skills, recreational activities, housing and more.
- Provides culturally appropriate supports in a respectful and sensitive manner by ensuring that the unique needs of clients are assessed and supported with their cultural access and cultural safety needs considered and integrated into substance use recovery planning.
- Provides basic educational information to clients related to activities of daily living, e.g., housekeeping, yard maintenance, meal planning, and preparation, grocery shopping, and managing monthly living expenses. Provides access and referrals to parenting skills support programming and information.
- Provides life skills support by using coaching, online training tools and behavior modeling with the clients and their families to assist with the development of physical, social, emotional and life-skills, including all activities of daily living, interpersonal and communication skills, meal planning and preparation, and household and budget management.
- Maintains accurate client records by documenting the client's care activities, needs, goals and progress made towards goals, and other related client information in the digital file system.
- Reports regularly to the team on the condition, behaviour, performance, progress, and care needs of Supportive Recovery clients by documenting recovery planning goals and progress in the digital file system, and by participating in team case management meetings.
- Acts as an advocate for the client in dispute situations by responding to and/or coordinating response to problems regarding landlord-tenant issues, financial assistance, or accessing community resources and housing, and developing workable solutions that meet the needs of the client.
- Observes and supports clients in maintaining appropriate medication self-management, in accordance with the plan of treatment/care and established HGSCP policies and procedures.



- Observes and monitors clients in accordance with the established plan of substance use treatment/care, assesses and responds in potential emergency or crisis situations in accordance with established Transition House and HGSCP emergency response procedures.
- Assists the Transition House Director and Executive Director with the ongoing review and development of the HGSCP Supportive Recovery Program by providing information, recommendations and feedback regarding program policies, procedures, and guidelines.
- Maintains knowledge of community resources, including health care services, substance use treatment services, social, economic, recreational, employment, and educational services and resources.
- May facilitate client attendance at appointments, programs, and services including escorting or accompanying client to appointments, including driving a vehicle.
- Ensures a safe and healthy working environment by observing universal precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries, and near misses; and adhering to and enforcing rules regarding safety.
- Participates in staff meetings and trainings as required and maintains up-to-date knowledge through involvement in work-related continuing education, as required.
- Develops and provides prevention and education activities in the community such as workshops, as required.
- Performs other related duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS -

- Bachelor's degree in counselling, social work, or a related field
- Two (2) years counselling experience with an emphasis on women who have experienced violence and/or women experiencing substance use disorder.
- In-depth and up-to-date knowledge of theory/treatment in the field of trauma and feminist counseling.
- Current First Aid Certificate with CPR component
- Food Safe Certificate (may be completed online)
- Naloxone (will be provided online)
- Mental Health First Aid
- Valid Class V Driver's License
- Access to a reliable vehicle; this position is required to use their vehicle in the course of job duties.
- The successful applicant will be required to join the BCGEU General Services union membership.
- This position is dependent upon a satisfactory Criminal Record Check for vulnerable sector.

REQUIRED SKILLS & KNOWLEDGE -

- Excellent organizational and time management skills and attention to detail.
- Excellent written and verbal communication skills.
- Demonstrated teamwork and collaboration skills.
- Ability to handle sensitive information with tact and confidentiality.
- Knowledge of legislation such as the Mental Health Act and the Guardianship Act.
- Knowledge of available programs, their interrelationships, and their function in delivering care in the community.
- Ability to prioritize and organize client demands made and care needs.
- Ability to problem solve.
- Sound judgment and good observation skills.
- Ability to demonstrate an appropriate level of initiative and independence.
- Ability to promote positive change and independence in a culturally appropriate manner.



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ADDITIONAL INFORMATION

- Experience or training in mental health support skills would be an asset.
- Knowledge of Haida culture and community would be an asset.

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| Reviewed By: | CSSEA (Karen May) | Date: | February 27, 2024 |
| Approved By: | | Date: | Click here to enter a date. |
| Last Updated By: | Brie Altrogge, Executive Director | Date/Time: | February 5, 2024 |