



Poundmaker's Lodge
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Edmonton, AB T5G 3G4
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Toll Free Number 1(866) 458-1884
www.poundmaker.com

EMPLOYMENT OPPORTUNITY

Program Attendant

Casual Position (evenings and weekends)

Poundmaker's Lodge requires casual employees who will assume the responsibility as a Program Attendant. The overall objective is to assist with non-counseling support to people 18+ years of age who have an addiction. The responsibilities include assisting with education, prevention, and treatment services within a residential treatment center environment. This includes integration of cultural and spiritual practices of First Nations, Metis and Inuit cultures as well the 12 step abstinence based recovery in this practice.

Duties and Responsibilities:

The candidate will adhere to a weekly planning schedule, provide clear and accurate documentation, maintain functions of the reception area, provide addiction related assessments and support, group facilitation and leadership, case management and consultation in a professional and therapeutic environment. Furthermore, the successful candidate will assist in planning group activities and develop programs geared towards personal growth and self actualization and has the ability to work within a team environment. You will also supervise the clients during outings and outside 12 step meetings.

Qualification Criteria:

- 1) Social Work Diploma, experience working in a Residential Treatment facility and/or Nechi Training **an asset**
- 2) Work within a First Nations, Metis and Inuit environment

Knowledge and Skills Required:

- 1) Maintaining confidentiality is essential
- 2) Effective group facilitation skills and conflict resolution skills.
- 3) Excellent verbal and written communication skills and computer literacy skills an asset.

Other:

- 1) Valid Driver's license and reliable transportation for work and related duties.
- 2) Criminal Record Check with vulnerability sector clearance is Mandatory.
- 3) Demonstration of a healthy lifestyle will be an asset.

Random drug testing may be administered.

Starting wage is \$18.00 per hour. For consideration, interested parties should submit a resume along with a cover letter to:

Ceilidh Morrissette, Executive Assistant
ceilidh-morrissette@poundmaker.org or Fax: 780-459-1876