

JohnHoward

The John Howard Society of North Island

Job Description

<i>Job Title:</i>	Alcohol & Drug Prevention & Early Intervention Coordinator
<i>Work site:</i>	Courtenay
<i>Program:</i>	Alcohol & Drug Prevention & Early Intervention
<i>Benchmark:</i>	Integrated: Adult, Youth and/or Child Counsellor + School Based Prevention Worker
<i>Grid Level:</i>	14, Paraprofessional Wage Grid
<i>Reports To:</i>	Program Manager
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	Sept. 8, 1998
<i>Revised:</i>	June 1, 2012
<i>Reviewed:</i>	July 20, 2015

Summary

The Alcohol & Drug Prevention & Early Intervention Coordinator provides support and referral services related to secondary prevention, health promotion and early intervention for secondary schools and community partners.

Key Duties and Responsibilities

To perform the job successfully the Coordinator must be able to consistently perform each key duty satisfactorily. Other related duties may be assigned. Within a system of care:

- Provides information and education on substance misuse and related youth health issues to youth, family, caregivers, educators and other health and human service providers.
- Develops alternative healthy activities and lifestyle choices for youth.
- Develops social competency/skill building for youth who are at risk or involved in harmful substance use.
- Provides counselling for youth who have been identified, or self-identify, as experiencing problems related to substance misuse.
- Participates in community health promotion activities directed towards at-risk youth and families.

- Coordinates services between schools and the JHSNI Youth and Family Substance Use Services.
- Takes responsibility for case management activities including: documentation and maintenance of case information, liaison with referral source and other agencies, involving family members and others when appropriate in case planning, involvement in case conferences, case evaluation and closure.
- Plans, co-ordinates, leads/co-leads, and evaluates group education, counselling and/or support activities for youth, parents and/or families as required.
- Maintains liaison with other agencies, professionals, ministries and the community.
- Offers and receives support to and from co-workers as part of a team providing integrated, holistic services to youth and families.
- Completes reports and attends meetings as required by The John Howard Society of North Island and the Ministry for Children and Family Development.
- Refers youth and families as necessary to other services, residential programs, support groups, etc. Efforts are made to reduce or eliminate barriers for clients needing to use a resource. Provide follow-up and support in these situations when required.

Qualifications

The requirements listed below detail the knowledge, skill, and/or ability required to perform the essential duties of the job.

Education and Experience

A bachelor's degree in social work or in a related human services field, with two years specialized training or experience in the area of alcohol and/or drug use problems, which should include:

- Experience working with high-risk youth with substance use issues in a counselling or other helping capacity
- Experience planning and leading educational, counselling or support groups
- Experience working with and knowledge of substance use issues
- Remaining up to date in professional knowledge and practice

Counselling Skills

- Demonstrated ability to use counselling techniques and approaches
- Knowledge and experience with substance use assessment and counselling approaches
- Knowledge and experience in maintaining confidentiality, appropriate boundaries and other basic counselling ethics

Case Management Skills

- Demonstrated ability to work constructively and cooperatively in a team setting
- Excellent communication and interpersonal skills
- Knowledge and experience in involving families, community, alcohol and drug programs, Vancouver Island Health Authority and other systems in case planning with youth
- Knowledge and experience with case recording practices
- Knowledge and experience with referral, screening and case conferencing practices
- Knowledge of community resources for youth and families

Group Facilitation Skills

- Demonstrated ability to plan, lead and evaluate groups.
- Knowledge and experience with group education, skill building, counselling and support techniques

Or an equivalent combination of education, training and experience

Other Skills and Abilities

Coordinator must:

- Demonstrate a level of cultural sensitivity and understanding of the client population” cultural and socio-economic characteristics
- Have the ability to form a mutually respectful partnership with persons served and their families in which they are helped to gain skills and confidence to address any issues and problems they face
- Have the ability to accept the differences he or she will find among his or her clients
- Have the acceptance of clients’ rights to self-determination and individuality and must not discriminate on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry
- Have a positive conviction about the capacity of people to grow and change
- Have the ability to work respectfully in partnership with other team members, including referring authorities
- Have the ability to set limits and maintain the helping role for the practitioner and to intervene appropriately to meet the needs of the persons served or other family members
- Recognize the value of a nurturing family as the ideal environment for a person
- Counsellor must have the ability to recognize persons with special needs and make appropriate referrals
- Have basic computer and Internet skills

Other Job Requirements

- The Coordinator must be able to work flexible hours to accommodate clients, sessions and groups, meetings outside of typical office hours, and crisis
- Some driving is required to attend meetings and to enable contact with youth/families at home or in the community. The Coordinator must have a valid driver's licence and safe, reliable transportation, and must obtain appropriate insurance as per Society policy
- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP
- The Coordinator will follow the code of ethics and Mission Statement of the John Howard Society of North. The Coordinator will also abide by the relevant rules and regulations set out by the Vancouver Island Health Authority

Diversity

JHSNI welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.