

Job Posting

Internal

External/Internal

Job Title:

Prevention and Early Intervention Coordinator

Posting No:

JH 188

Job Location: Courtenay

Note: This position includes a full benefit package, enrolment in the Municipal Pension Plan, and three weeks of paid vacation.

Duties and Qualifications: See job description at the end of this document.

Salary Rate: \$33.17 - \$38.63, Paraprofessional Grid 14, Step 1*

Schedule: To be determined with Manager

Hours per week: 28

Closing date: January 22, 2021, at 4:30 pm with a possible extension until a suitable candidate can be found. Applications will not be considered after this date if a suitable candidate has been found.

Apply to (cover letter, resume, and 3 references):

Alisha McLain

Email:

alisha.mclain@jhsni.bc.ca

Fax:

250-286-3650

Mail:

140 10th Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

*All JJE/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

This posting is subject to Article 13.5 Recall.

Job Description

<i>Job Title:</i>	Prevention and Early Intervention Coordinator
<i>Work site:</i>	Courtenay, Campbell River
<i>Program:</i>	Substance Use Prevention and 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>	November 28, 2018
<i>Reviewed:</i>	September 12, 2018

Summary

The Prevention and Early Intervention Coordinator provides education, support and referral services related to 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.
- Plans, coordinates, leads/co-leads, and evaluates group education.
- May be required to develop curriculum related to substance use which can include decision making, resiliency, and healthy relationships and other relevant topics.
- May provide supportive counselling and/or support activities for youth, parents, and/or families as required.
- 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.
- Participates in community health promotion activities directed towards vulnerable youth and families.

- Coordinates services between schools and John Howard Youth and Family Substance Use Services.
- Liaises with other agencies, professionals, government 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 Vancouver Island Health Authority.
- 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, skills, 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 youth with substance use issues.
- Experience planning, leading, and evaluating educational, counselling, or support groups.
- Experience working with and knowledge of substance use issues and harm reduction.
- Experience working within the school system.
- Remaining up to date in professional knowledge and practice.
- Knowledge and experience with substance use assessment and counselling approaches.
- Knowledge and experience in maintaining confidentiality, appropriate boundaries, and other basic social work ethics.
- 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.

Other Skills and Abilities

Coordinator must:

- Demonstrate a level of cultural sensitivity and understanding of the client population's 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 they will find among their clients.
- Accept 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 of 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.
- Coordinator 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, outside of typical office hours.
- Some driving is required to attend local schools and meetings. 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

The John Howard Society of North Island 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.