



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Wellness Coordinator
DEPARTMENT: Community Services
SUPERVISOR: Community Services Manager
TERMS: Full Time, Permanent
REFERENCE #: 2021-155

PURPOSE OF POSITION:

The purpose of this position is to complete the assessment, referrals, treatment, and aftercare of clients within the TteS

DUTIES AND RESPONSIBILITIES:

- 1. Provides screening, intake and assessment in regard to the referral process for entry into treatment facilities. (85%)**
 - Conducts screening, assessment and intake of clients.
 - Considers the care, coordination and planning involving professional and alternative treatment and healing services.
 - Counsels and guides individual when throughout the intake process.
 - Assesses risk factors when considering the individual's situation.
 - Completes referral process and all required steps and processes using knowledge of all treatment facilities.
 - Establishes a network of community agencies addressing substance abuse and addictions and develops a strong referral base.
 - Provides appropriate client referrals to detox and treatment centres.
 - Follows up with clients returning from treatment and helps to create a post treatment program.
 - Provides referrals to appropriate Mental Health resources and community resources (agencies and programs) in the Interior
 - Provides consultation to physician when necessary.
 - Provides leadership and advocacy on for clients when dealing with agencies.
 - Provides community awareness and education on addictions.
 - Establishes and maintains a library of written and videotaped resource materials, relating to substance abuse and addiction, for the use of community members and service providers.
 - Facilitates workshops within the community on all topics of substance/solvent abuse, prevention and health and wellness.

- Provides information on existing client supportive services within the communities (ie: al-anon, ala-teen, narc-anon, AA meetings, etc).
- Hosts online support and recovery meetings for Wellbriety
- Assists in monitoring client's case management and development of client's case plans and goals.
- Creates and maintains relevant files
- Provides preventive counselling services to individuals and families at risk of becoming dependent on drugs, alcohol and/or other substances.
- Provides one-on-one and group counselling services for those clients who have chosen not to access detox or treatment centres.
- Provides ongoing support for clients, family and community healing plan
- Use of traditional Secwépemc language and culture to promote wellness
- Liaises with Community Services Manager on a regular basis and provides monthly activity reports.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Respects individual privacy and confidentiality at all times.
- Maintains confidentiality on all matters relating to the affairs of TteS.

2. 5% Other related duties as necessary.

- Assists with the various departmental social functions such as picnics, parties at the direction of the Social Development Manager.

Professional Certification, Education and Experience:

- Graduation from a recognized Addictions Certificate program and 2 year experience or an equivalent combination of education and experience.
- Must have Drug and Alcohol Training Certificate
- Must have first aide certificate.
- Must have a valid class 5 BC Drivers license.
- Must pass a Child Care Criminal Record Check.
- Knowledge of the Secwépemc language and culture
- Harm reduction awareness
- Drug testing kit and naloxone training
- Knowledge of Lifeguard app
- Knowledge of safe needle disposal/exchange programs
- Awareness of ongoing Opioid Crisis in Kamloops region
- Wellbriety training
- Medicine Wheel Training (Holistic)

Skills and Abilities:

- Able to interpret legislation, regulations, policies and standards.
- Strong knowledge of treatment facilities and referral process.
- Ability to liaise with outside agencies and treatment centers.
- Experience in the development and delivery of alcohol, drug and other substance abuse programs.
- Must have knowledge and understanding of Medical Services, Department of Indian and Northern Affairs referral process, and related treatment programs.
- Minimum 3 years sobriety of any substance abuse.
- Proven ability to lead a healthy lifestyle and being a community role model.

- Ability to maintain current professional knowledge and upgrade skills relevant to the position by participating in Professional Development programs.
- Proven ability to plan, implement and evaluate activities for groups and individuals.
- Able to communicate effectively.
- Demonstrated ability to successfully establish and maintain respectful, productive and cooperative working relationships.
- Ability to work in a cross-cultural setting.
- Strong ethics and knowledge of confidentiality.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is December 6, 2021 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.