

# Job Description

## Alcohol and Drug Coordinator

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Alcohol and Drug Coordinator is responsible for providing confidential addictions counselling, education and support to individuals, families and the community and for promoting healthy lifestyles and healthy choices.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Drug and Alcohol Coordinator provides counselling and support to individuals and families experiencing addictions. This may include confidential individual, family or group counselling about the causes and effects of addictions, support for families dealing with addictions and/or referrals to treatment for individuals requesting this opportunity.

The Drug and Alcohol Coordinator will also provide education to individuals and groups in the community with a focus on high-risk populations including youth and pregnant women. The Coordinator will be familiar with other services and resources in the community and work closely to provide information and support when required.

Failure to provide adequate service will have a significant impact on persons faced with addictions, their families and the community as a whole. Promoting a healthy, addictions free lifestyle will ensure the health and wellness of individuals, family members and the community.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

### 1. Manage and administer the drug and alcohol program

#### Main Activities

- Prepare and monitor the budget
- Plan and implement drug and alcohol related activities
- Develop an annual work plan
- Prepare reports for the SAO, drug and alcohol committee and council as well as funding agencies
- Prepare proposals for program funding
- Provide weekly and monthly schedules of activities
- Develop culturally appropriate programs and activities
- Establish and maintain policies and procedures
- Develop monthly and yearly statistics about number of participants, costs of equipment, supplies and maintenance
- Supervise the activities of the alcohol and drug counsellor
- Maintain confidential written records of client interactions
- Maintain notes about community contacts, presentations and workshops
- Maintain notes about suggestions for future presentations and programs
- Maintain a resource library of information about addictions, prevention, FAS/E and other related topics
- Secure the confidentiality of all interactions and records
- Conduct all tasks with regard to any and all relevant legislation, policies and procedures

### 2. Provide drug and alcohol counselling and support to individuals, families and groups in the community

#### Main Activities

- Answer phone calls and inquiries concerning the program
- Provide a safe and welcome environment for people to visit
- Provide counselling to individuals regarding the use and effects of alcohol and drugs
- Provide counselling to pregnant women about the effects of drugs and alcohol on the fetus, as requested
- Make home visits as requested
- Accept referrals from individuals, families and agencies in the community
- Provide group counselling, as requested
- Ensure legislation, standards and guidelines are being followed
- Maintain strict confidentiality guidelines regarding all clients, conversations and referrals

3. Provide community education, support and activities

Main Activities

- Develop on the land and traditional healing programs
- Participate in youth programs such as on the land and traditional programs and sports and recreation
- Organize special events including dances and feasts
- Coordinate workshops on drugs and alcohol
- Provide community education and support programs
- Access and collect relevant information and resources
- Distribute relevant information
- Make visits and presentations to various groups and organizations including school aged children
- Access or development promotional materials and information

4. Provide treatment referrals

Main Activities

- Assist individuals to identify their need for treatment programs
- Liase with treatment programs
- Assist clients to meet all requirements
- Access funding for treatment programs
- Evaluate the effectiveness of treatment programs

5. Liase with community agencies and supports

Main Activities

- Ensure ongoing contact with agencies including the Health Centre, RCMP and school
- Participate on interagency working committees
- Conduct case conferencing with other agencies
- Provide education by presentations and workshops, as requested
- Lobby agencies and organizations for programs and support

6. Maintain administration of the alcohol and drug program

7. Perform other related duties as required

# **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

## **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ financial management and program administration
- ✓ human resource management
- ✓ the causes and effects of drugs and alcohol, and addictions on individuals, families and communities
- ✓ needs and risk assessment
- ✓ substance abuse
- ✓ FAS/E
- ✓ family dynamics
- ✓ the impact of trauma
- ✓ an understanding of crisis management and the ability to deal with life threatening situations including the prevention of suicide
- ✓ case management and confidential record keeping practices
- ✓ individual, group and crisis counselling methods
- ✓ the requirements of treatment programs available to residents of the NWT
- ✓ funding requirements for treatment
- ✓ the culture and traditions of Northern Peoples
- ✓ all relevant legislation, policies and practices
- ✓ program management and delivery
- ✓ program evaluation
- ✓ ability to speak the local language is a strong asset

## **Skills**

The incumbent must demonstrate the following skills:

- ✓ financial and budgeting skills
- ✓ supervisory skills
- ✓ program administration skills
- ✓ emergency response skills
- ✓ analytical and problem solving skills
- ✓ demonstrate good decision making in dealing with safety issues and with aggressive and/or intoxicated clients, if required
- ✓ mediation and negotiations skills
- ✓ conflict resolution skills
- ✓ effective counseling skills
- ✓ effective verbal and listening communications skills
- ✓ computer skills
- ✓ effective written communications skills including the ability to prepare proposals, reports and policies
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills
- ✓ be able to manage his/her own case files on an independent basis
- ✓ be able to work cooperatively as a part of a team

**Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Drug and Alcohol Coordinator. The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

These skills, knowledge and attitudes would normally be gained through completion of a Drug and Alcohol Counsellor Diploma combined with related program management, administration and counseling experience.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Coordinator must be able to prioritize situations and manage time, and may find that they are needed at irregular hours causing fatigue and stress. The Coordinator may experience stress and stress related symptoms due to interacting with clients in crisis. They may also have to manage physically threatening clients and be prepared to be responsible for their own safety, and the safety of others.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Alcohol and Drug Coordinator may find their office to be busy with both scheduled and unscheduled clients. They may also have to enter client homes. The Coordinator must be ready to respond quickly and effectively to many types of situations, including crisis situations. Response to crisis situations can be unpredictable, emotional and threatening.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The Drug and Alcohol Coordinator will be in contact with individuals and families in crisis who may be ill, using substances and/or not attentive to personal health and safety for themselves or their homes. The Coordinator may experience a number of unpleasant sensory demands associated with the use of alcohol and drugs, and the lack of personal care.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Alcohol and Drug Coordinator must monitor their own time and stress levels to ensure that they are able to effectively assist clients. Workers may find that they are continually interrupted, and may have to quickly assess situations to respond appropriately. The workload may be unpredictable and difficult to manage at times. The Coordinator may be placed in a situation where his/her own life may be threatened as well as life-threatening situations for others such as instances of attempted suicide. The Alcohol and Drug Coordinator will experience significant emotional stress associated with his/her job.

# **CERTIFICATION**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Senior Administrative Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.