

Vuntut Gwitchin Government

- A. Identification: Community Wellness Counsellor
- Department: Health and Social Programs Department
- Supervisor: Director of Health and Social Programs
- Date: April 2005
- Status: Term Full-time
- Level: 7
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B. Job Summary:

Reporting to the Director of Health and Social Programs, this position is responsible for providing personal and family counselling, and delivering the National Native Alcohol & Drug Addiction Program (NNADAP).

C. Main Duties:

Coordinates and delivers alcohol and drug counselling programs and services by:

- Conducting individual needs assessments, developing one to one caseload plans, delivering treatments plans, evaluating client progress, adjusting alcohol or drug counselling approach for individual healing.
- Referring client to other public and private agencies for alcohol & drug treatment.
- Promoting and facilitating pre-treatment and aftercare group programs
- Developing and facilitating a lands based treatment program
- Organizing and facilitating alcohol and drug prevention presentations, workshops, symposiums, misc. information sessions for children and adults
- Developing and distributing alcohol and drug prevention paper or electronic informational documents to the public
- Developing policies and procedures
- Keeping accurate and confidential records of counselling sessions
- Organizing client treatment in Whitehorse, and travel and accommodations through non-insured health benefits (NIHB) or Vuntut Gwitchin Health & Social Program
- Researching funding opportunities and preparing funding proposals
- Completing P.O.'s and cheque requisitions as required
- Keeping current on trends and methods

Coordinates and delivers personal and family counselling programs and services by:

- Evaluating needs of individuals and families and determining appropriate counselling support
- Counselling clients
- Visiting homes to observe and discuss family dynamics
- Organizing and facilitating presentations, workshops, symposiums, misc. information sessions for children and adults
- Developing and distributing wellness related paper or electronic informational documents to the public
- Developing policies and procedures

- Keeping accurate and confidential records of counselling sessions
- Researching funding opportunities and preparing funding proposals
- Completing P.O.'s and cheque requisitions as required
- Keeping current on trends and methods

Participates in planning committees, working groups, symposiums and conferences by:

- Gathering, preparing, submitting and/or presenting proposals, reports, misc. information needed for developing policy and procedures, addressing concerns, advising, or sharing
- Seeking input from Vuntut Gwitchin citizens regarding alcohol and drug services, and counseling services
- Representing Vuntut Gwitchin interests in government consultations, and meetings.

D. Job Knowledge and Skills:

Education:

- Degree or diploma in social work, psychology, psychotherapy, or a related field, or the equivalent in training and experience.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of social issues affecting First Nation peoples both locally and nationally.
- Knowledge of federal and territorial funding programs for First Nations, and for organizations in general.
- Knowledge of public and private agencies associated with alcohol and drug abuse programs.
- Knowledge of a variety of treatment programs.

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to multitask
- Ability to resolve conflicts and to problem solve
- Ability to prioritize and rank issues in relation to the overall goals of VGFN.
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to write reports and make presentations
- Ability to analyze community needs and develop policies and procedures to meet those needs.

Specific Skills:

- Ability to use email, Word and Excel
- Class 5 driver's license (ideal to have class 4 as well)
- Ability to plan treatment programs that best suit client needs
- Ability to use counselling skills in a manner appropriate to client
- Ability to organize and facilitate workshops and presentations

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme cold temperatures and darkness, and extreme warmth and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with clients, co-workers, community members, and with outside agencies, partners and business associates.

E. Decision Making:

This position is responsible to the Director, Health and Social Services. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. The incumbent decides on methodology and organization of work to meet goals and objectives, and client needs.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, and for the integrity and confidentiality offered to each client. Preventative work and client counselling and support is an critical factor in Vuntut Gwitchin citizens achieving and sustaining healthy lifestyles.

G. Key Personal Contacts and Nature of Contacts:

| WHO | Purpose | Frequency |
|--------------------------------------|--|------------------|
| Supervisor | Information exchange, program planning, direction | Daily |
| Justice Coordinator | Review clients in common | As needed |
| School Principal/Teachers | Special presentations | As needed |
| Alcohol & Drug Services | Coordinate clients for treatment | As needed |
| NIHB at YTG | Coordinate clients for treatment | As needed |
| Inter-agency group | Update and network | Monthly |
| RCMP; nurses and other professionals | Providing advice, exchange of information, counselling and referrals | As needed |
| Federal and Territorial Governments | Exchange information, seeking advice, submitting proposals | As needed |

H. Positions Supervised:

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| Number of positions supervised directly: | 0 |
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I. Working Conditions:

The majority of the work takes place in a normal office setting.

Spiritual:

- Being sensitive to and respectful of the spiritual beliefs of clients.

Physical:

- Approximately 60% of time using the computer
- Travel approx: 6 trips per year long distance
- Isolated living conditions in extreme temperatures and light conditions

Mental:

- Regular need to meet deadlines (meetings, reports, ad hoc deadlines)
- Meet funding proposal deadlines and project reporting demands
- High requirement to determine and deliver best methods of dealing with client needs
- Being called by clients in emergency situations outside of regular work hours

Emotional:

- High degree of working with clients who have problems and stress due to misuse of alcohol and drugs, physical and sexual abuse, poor parenting, and undeveloped personal life skills.
- High degree of the possibility of experiencing negative reactions from clients in and outside of counseling sessions, and during and outside of work hours.

J: Conditions of Employment

- Security Clearance
- Willingness to work flex time to accommodate weekend and evening tasks
- Pre-employment medical and TB screening.
- Driver's class 5 license
- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- First Aid/CPR certificates, or willingness to obtain

SIGNATURES Supervisor:

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| <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p> | <p>Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p> |
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