



POUNDMAKER'S LODGE TREATMENT CENTRE

Mailing Address:
Box 34007 Kingsway Mall Post office
Edmonton, AB T5G 3G4

Physical Address:
25108 Poundmaker Road
St. Albert, AB T8N 1M9

Website: www.poundmakerslodge.ca **Telephone:** (780) 458-1884 **Fax:** (780) 459-1876 **Toll Free:** 1(866) 458-1884

EMPLOYMENT OPPORTUNITY

Program Attendant Casual Position

Poundmaker's Lodge requires a casual employee who will assume the responsibility as a **Program Attendant**. The overall objective is to assist with non-counseling support to people 18+ years of age who have an addiction. The responsibilities include assisting with education, prevention, and treatment services within a residential treatment center environment. This includes integration of cultural and spiritual practices of First Nations, Metis and Inuit cultures as well the 12 step abstinence based recovery in this practice.

Duties and Responsibilities:

The candidate will adhere to a weekly planning schedule, provide clear and accurate documentation, maintain functions of the reception area, provide addiction related assessments and support, group facilitation and leadership, case management and consultation in a professional and therapeutic environment. Furthermore, the successful candidate will assist in planning group activities and develop programs geared towards personal growth and self actualization and has the ability to work within a team environment.

Qualification Criteria:

- 1) Social Work Diploma and/or experience working in a Residential Treatment facility an asset
- 2) Work within a First Nations, Metis and Inuit environment

Knowledge and Skills Required:

- 1) Maintaining confidentiality is essential
- 2) Effective group facilitation skills and conflict resolution skills.
- 3) Excellent verbal and written communication skills and computer literacy skills an asset.

Other:

- 1) Valid Driver's license and reliable transportation for work and related duties.
- 2) Criminal Record Check and Driver's Abstract is Mandatory.
- 3) Demonstration of a healthy lifestyle will be an asset.

Random drug testing may be administered.

Starting wage is \$20.00 per hour. For consideration, interested parties should submit a resume along with a cover letter and 3 references to:

Linden Jessome
Executive Assistant
Poundmaker's Lodge Treatment Centres
Linden-Jessome@poundmaker.org or Fax at 780-459-1876