



Poundmaker's Lodge Treatment Centres
Box 34007 Kingsway Mall Post Office
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Phone Number: (780) 458-1884
Fax Number (780) 459 1876
Toll Free Number 1(866) 458-1884
www.poundmakerslodge.ca

EXTERNAL EMPLOYMENT OPPORTUNITY

Intake Worker

Full Time Position

Poundmaker's Lodge requires a full time employee who will assume responsibility as an Intake Worker in the Admissions department. This role is responsible for building relationships with referrals and funders and co-coordinating client intakes under the direction of the Executive Assistant.

Duties and Responsibilities:

The Candidate will process applications for the intake of clients for the 42 Day program and coordinate with the AHS worker for the 90 day program. This position will create bed maps, refer to on-site medical services assess withdrawal symptoms for incoming clients who have not had 72 hours abstinence and work with the detox facilities to accommodate our clients. Building relationships with referrals and funders is important in this position as well as keeping all departments updated with client counts and dietary restrictions.

Qualification Criteria:

1. Previous experience in an Addiction field setting
2. Experience in an Addictions Treatment Centres admissions office and processes
3. Completion of post secondary education would be an asset including Social Work and a Bachelor of Science with a major of Addictions, equivalencies will be considered.
4. Working knowledge of FNMI culture and protocol and experience working within a FNMI environment an asset

Knowledge and Skills Required:

1. Maintaining confidentiality is essential
2. Attention to detail and multi-tasking skills
3. Working knowledge of databases and client record policies
4. Excellent verbal and written communication skills and computer literacy skills

Other:

1. Valid driver's license, clear abstract and reliable transportation.
2. Criminal Record Check Mandatory.
3. Demonstration of a healthy lifestyle will be an asset

The closing date of this position will be Friday October 20, 2017. Starting wage will be set according to education, skills and experience. For consideration, interested parties should email a resume along with a cover letter to:

Linden Jessome, Executive Assistant
email: Linden-Jessome@poundmaker.org