



Poundmaker's Lodge Treatment Centres  
Box 34007 Kingsway Mall Post Office  
Edmonton, AB T5G 3G4  
Phone Number: (780) 458-1884 Fax Number: (780) 459 1876  
Toll Free Number: 1(866) 458-1884  
www.poundmakerslodge.ca

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## INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

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### Admissions Coordinator

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Poundmaker's Lodge Treatment Centres is growing and expanding and as such, we have an available position for an individual who will assume responsibility as Admissions Coordinator in the Admissions Department on a casual basis. This role is responsible for building relationships with referrals and funders and co-coordinating client intakes under the direction of the Clinical Director.

#### **Duties and Responsibilities:**

The successful candidate will process applications for the intake of clients for the 42-day treatment program and coordinate with Alberta Health Services for the intake of clients for the 90-day Young Adult Treatment Program. Within this position, the successful candidate will be responsible for creating bed maps, assess withdrawal symptoms for incoming clients who have not had 72 hours of abstinence and work with the nurses in facilitating detox 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. Experience in an addiction treatment centre admissions office and processes.
2. Completion of Post-secondary education in Social Work and addictions field is preferred; however, the following equivalences will be considered: completion of Bachelor of Science with a major in addictions.
3. Experience working with or knowledge of, Indigenous communities and culture will be considered an asset.
4. Previous experience in the addiction field 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-keeping policies.
4. Excellent verbal and written communication skills and computer literacy skills.

#### **Other:**

1. The successful candidate will require a valid Alberta Driver's license and have access to a reliable vehicle. Final candidates for this position will be asked to undergo a security screening.
2. Demonstration of a healthy lifestyle will be an asset.

**Resumes without cover letters will NOT be accepted.** Cover letter must demonstrate your experience with Indigenous populations. Resume must clearly outline how your previous work experience demonstrates your qualifications and requirements for this position. Interested candidates should fax or email their cover letter and resume to:

Brad Cardinal  
Executive Director  
Poundmaker's Lodge Treatment Centres  
Email: [brad-cardinal@poundmaker.org](mailto:brad-cardinal@poundmaker.org)  
Fax: 780-459-1876

Ryan Brost  
Human Resource Specialist  
Poundmaker's Lodge Treatment Centres  
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We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted. Final candidates for this position may be required to undergo a security screening, including a criminal record check.