



Poundmaker's Lodge Treatment Centres
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Edmonton, AB T5G 3G4
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Toll Free Number: 1(866) 458-1884
www.poundmakerslodge.ca

INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Admissions Coordinator

Casual Opportunity

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 knowledge of its processes.
2. Post-secondary education in Social Work and addictions field is considered an asset.
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.

DEADLINE DATE: OPEN UNTIL FILLED

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted. Interested applicants who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified

Submit applications to both Ryan Brost and Brad Cardinal, information provided below:

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

Ryan Brost
Human Resource Specialist
Poundmaker's Lodge Treatment Centres
Email: ryan-brost@poundmaker.org
Fax: 780-459-1876

Successful applicants may be required to undergo security clearance including:

1. Criminal record check with vulnerable sector.
2. Drivers Abstract.
3. List of three current references with phone numbers.