



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](http://www.poundmakerslodge.ca)

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## INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

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### Admissions Coordinator

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#### Full Time Position

Poundmaker's Lodge Treatment Centres is growing and expanding and as such, we have an available position for an individual who will assume responsibility in the Admissions Department. This role is responsible for building relationships with referrals and funders and co-ordinating 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:**

Previous experience in an addiction field an asset.

1. Experience in an addiction's 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.

#### **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 Brad Cardinal and Julie Nadeau, information provided below:

Brad Cardinal  
Executive Director  
Poundmaker's Lodge Treatment Centres  
Email: [Brad-Cardinal@poundmaker.org](mailto:Brad-Cardinal@poundmaker.org)

Julie Nadeau  
Executive Assistant  
Poundmaker's Lodge Treatment Centres  
Email: [Julie-Nadeau@poundmaker.org](mailto:Julie-Nadeau@poundmaker.org)

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.