



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

EMPLOYMENT OPPORTUNITY

Healthcare Aide (HCA)

Casual 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 as casual HCA. The overall objective is to assist with non-counseling medical support to people 18+ years of age who have an addiction. The responsibilities include medication dispensing to clients during scheduled medication times and assist with 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. This position will also fulfill Program Attendant duties as needed.

Duties and Responsibilities:

Duties are performed in accordance with established policies and procedures and in a manner, which respects the uniqueness, dignity, worth, need for self-respect and self-determination of the individual, all in ways which promote maximum personal and functional independence. The successful candidate will adhere to a weekly planning schedule, provide medication dispensing to clients during scheduled medication times, document all incoming medications and update client medical information; Accurately and efficiently document all client medication charts and ensure standards are maintained as per the Commission on Accreditation of Rehabilitation Facilities, as well as ensure effective file management and consultation in a professional and therapeutic environment. Furthermore, the successful candidate will liaise with Licensed Practical Nurse and Pharmacy Staff on a regular basis and must possess the ability to work within a team environment.

Qualification Criteria:

1. Previous experience in an addiction field an asset;
2. Post-secondary education in Licensed Practical Nurse field
3. Experience in an addiction's treatment centre an asset;
4. Completion of Medication Administration Certificate or equivalent
5. 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. Good negotiation skills, conflict resolution, and people management skills, always with respect and empathy
3. Attention to detail and multi-tasking skills, time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
4. Working knowledge of databases and client record keeping policies
5. Excellent verbal and written communication skills and computer literacy skills;

6. Knowledgeable with assessment, planning, implementation, and evaluation as it relates to withdrawal from drugs and alcohol
7. Must be resourceful, flexible and adaptable

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;
3. The successful applicants must be registered with The Alberta Health Care Aide Directory to be eligible for this position.

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

Julie Nadeau
Executive Assistant
Poundmaker's Lodge Treatment Centres
Email: 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.