



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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## EMPLOYMENT OPPORTUNITY

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### Program Attendant

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### Overnight 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 as a Casual Program Attendant. The overall objective is to assist with non-counseling support to people 18+ years of age who have an addiction. The responsibilities include assisting with education, prevention, and 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.

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

The successful candidate will adhere to a weekly planning schedule, provide clear and accurate documentation, maintain functions of the reception area, provide addiction related assessments and support, group facilitation and leadership, case management and consultation in a professional and therapeutic environment. Furthermore, the successful candidate will assist in planning group activities and develop programs geared towards personal growth and self actualization and has the ability to work within a team environment.

#### **Qualification Criteria:**

- 1) Previous experience in an addiction field an asset;
- 2) Post-secondary education in Social Work and addictions field is preferred; however the following equivalencies will be considered: a related university degree and related addictions treatment experience;
- 3) Experience in an addictions treatment centre an asset;
- 4) 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; 3) Valid Alberta Class 4 drivers license 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.