



Poundmaker's Lodge
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

Evening Program Manager

Full-Time Position

Poundmaker's Lodge is a 110 bed Residential Addiction Treatment Centre and is one of the oldest First Nations, Metis, and Inuit addictions program in Canada. Poundmaker's Lodge requires a full-time employee who will assume the responsibility as the Evening Program Manager. The successful candidate will have excellent computer, organizational, and multitasking skills and enjoy working in a fast-paced environment.

Duties and Responsibilities:

The successful Candidate will lead a team of Program Attendants by providing ongoing supervision, coaching, support, and scheduling including facilitation of client group activities; promotion of healthy lifestyles; promote and acknowledge of indigenous culture.

Qualification Criteria:

1. Post-secondary education in Social Work, Business Administration, preferably within a residential treatment setting, along with 3-5 years of leadership experience. Equivalencies will be considered.
2. Proficiency in Microsoft Office Suite
3. Knowledge of databases is an asset.
4. Strong analytical and problem-solving skills
5. Work within a First Nations, Metis, and Inuit environment.
6. Knowledge of addictions and mental health concerns will be an asset.

Knowledge and Skills Required:

1. Maintaining confidentiality is essential.
2. Strong organizational and time management skills are essential.
3. Excellent verbal and written communication skills and computer literacy skills are required.
4. Knowledge of Indigenous language and culture is an asset.

Other:

1. Valid class 5 driver's license and reliable transportation for work related duties.
2. 3- year drivers abstract.
3. Criminal Record with a Vulnerable Sector Check.
4. 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 Darren Neigel, information provided below:

Brad Cardinal
Executive Director
Poundmaker's Lodge Treatment Centres
Email: Brad-Cardinal@poundmaker.org

Darren Neigel
Human Resources Specialist
Poundmaker's Lodge Treatment Centres
Email: Darren-Neigel@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.