



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

EMPLOYMENT OPPORTUNITY

Admission Coordinator

Full Time Position

Poundmaker's Lodge Treatment has an available position for an individual who will assume the role of Admissions Coordinator. This role is responsible for building relationships with referrals and funders and co-ordinating client intakes under the direction of the Admissions Manager.

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

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.