



Wakamow Place · Wakamow Cottages
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Wakamow Manor Social Detox
200 Iroquois St. East, Moose Jaw, SK S6H 4T3
Phone: (306) 694-4030 Fax: (306) 694-4031

JOB DESCRIPTION

Job Title: Staff Scheduler (Floater) – TCRA

Classification: Community Detox Worker 2

Position Summary: Looking for a highly motivated, detail-orientated and driven individual, who thrives in keeping things organized and helping others to join our team.

The successful candidate will be primarily responsible for scheduling workers to ensure the Association's needs are fulfilled. Reporting directly to the Executive Director or designate, the individual will also work closely with the in-scope Administrative Assistant.

The individual will be responsible in assisting TCRA in the following positions: AW2 and MHW2.

The individual must ensure they are following the relevant employment legislations and the SGEU/TCRA Collective Bargaining Agreement.

Duties:

Typical duties and responsibilities within the position include:

- Filling vacant shifts and maintaining schedules for TCRA
- Booking vacation as approved by Directors, or designate
- Filing and maintaining historical records of shift assignments
- Communicating with employees over the phone or by written communication shift availability and changes for their approval
- Maintaining and posting call-in list
- Posting seniority lists
- Providing support and information to clients in the area of social detox, psychosocial and life skills
- Organizing and conducting group sessions in areas such as skills training, interpersonal relationships and recovery education
- Providing information and resources on formal and informal supports to recovery. This may include twelve step programs, counseling services, day treatment and residential treatment programs.
- Assisting in the application process to treatment facilities.
- Providing assistance to tenants as part of their daily routine as required
- Organizing and participate in recreational activities
- Arranging and participating in case conferences, medical appointments and other relevant meetings with collateral agencies and significant others
- Providing crisis intervention as may be required
- Assuring appropriate records are maintained such client contact notes, and progress reports and incident reports.
- Providing orientation to clients as part of the referral and admission process
- Participating in the orientation of students, work placements, and support staff, as may be required
- Assisting in the collection of statistical data as may be required
- Delivering light housekeeping requirements of Wakamow Manor and assist with food services delivery and clean up.
- Receiving and responding to phone inquiries. Attend to clerical duties as required
- Directly observing and recording client activity.
- Monitoring security cameras as required.
- Monitoring client supply requirements and follows established protocol for addressing the personal supply requirements' of clients.

- Assuring the security of Wakamow Manor including monitoring client compliance with program
- Promoting positive neighborhood and community relations
- Performing general office duties
- Preparing reports as requested by Directors
- Following the safety protocol of the Association
- Participating in staff meetings and training
- Carrying out other relevant duties as may be assigned

Terms of Position – *Staff Scheduler (Floater)*

Educational Requirements:

- Grade Twelve Diploma
- Completion of a relevant formal course of instruction such as a Certificate or Diploma in Addictions or Rehabilitation Practitioner, or a degree in the Social Sciences
- Office Administration certificate or relevant experience in an office setting would be an asset
- Consideration will be given to equivalency in education and experience

KSAO:

Knowledge of:

- Saskatchewan Employment Act (*learns*)
- Unions and Collective Bargaining Agreements (*bring*)
- Health Information Protection Act and Mental Health Services Act (*learn*)
- Withdrawal management and addictions treatment (*bring*)
- Motivational Interviewing and Assessment Process (*learn*)
- Suicide intervention and concurrent disorders (*bring*)
- Recovery principles in mental health services (*bring*)
- Mental illness and community supports services for adults who experience mental illness (*bring*)

Types of *skills* include:

- Proficiency in computers and computer programs such as Microsoft Office (*bring*)
- Organizational and time management skills (*bring*)
- Working collaboratively with other employees, union, clients, management and external parties (*bring*)

Has the *ability* to:

- Perform, organize and prioritize work and achieve deadlines independently (*bring*)
- Communicate effectively orally and in writing (*bring*)
- Problem solve (*bring*)
- Perform multiple tasks simultaneously with a high degree of accuracy (*bring*)
- Articulate the Association policies and procedures, collective agreements and legislation accurately and professionally (*bring*)

- Work professionally with people who demonstrate challenging behaviours, unpleasant subject matters and with high conflict situations (*bring*)
- Always maintain confidentiality of clients and employees (*bring*)
- Establish and maintain working relationships with co-workers, union, management, clients, external service providers and the general public (*bring*)

Other Attributes may include being:

- proactive
- able to cope well in stressful situations
- reliable
- a team player
- motivated to support others

Training (assets but not required):

- CPR and First Aid
- PART
- Mental Health First Aid, Applied Suicide Intervention Skills Training
- Food Safe Handling Certificate
- OHS Level 1, 2, WHMIS

Workers in this position are expected to participate in training provided through the Association.

Hours of Work:

- 8 hour shifts. Forty hours per week.
- 10:00am – 6:00pm

Rate of Pay and Benefits:

- As per collective agreement and/or letter of understanding.

Worksite

- All duties of work are performed at Wakamow Manor, Wakamow Place or McNiven Manor.