



Wakamow Place · Wakamow Cottages
Box 372 Moose Jaw, SK S6H 4N9
Phone: (306) 972-4444 Fax: (306) 972-4442

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: Addiction Worker 1

Classification: Community Detox Worker 1

Position Summary: Looking for a highly motivated, team player who is responsible for the safety and security of the facility, program continuity and providing supportive services to the clients of Wakamow Manor.

Duties:

Typical duties and responsibilities within the position include:

- 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.
- Providing assistance to clients as part of their daily routine as required
- Providing crisis intervention as may be required
- Assuring appropriate records are maintained such client contact notes, and progress reports and incident reports.
- 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.

- Assuring the security of Wakamow Manor including monitoring client compliance with program
- Promoting positive neighborhood and community relations
- Performing general office duties
- Assure appropriate records are completed in a timely manner, such as the staff log, client program log and contact notes and incident reports
- 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 – *Addiction Worker 1*

Educational Requirements:

- Grade Twelve Diploma with minimum one year post-secondary training
- Consideration will be given to equivalency in education and experience

KSAO:

Knowledge of:

- Health Information Protection Act and Mental Health Services Act (*learn*)
- Withdrawal management and addictions treatment (*learn*)
- Motivational Interviewing and Assessment Process (*learn*)
- Suicide intervention and concurrent disorders (*learn*)
- 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*)
- 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.

Rate of Pay and Benefits:

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

Worksite

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