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EMPLOYMENT OPPORTUNITY

POSTING DATE: August 23, 2024 CLOSING DATE: Open until filled

Position Title

NATIONAL NATIVE ALCOHOL AND DRUG ABUSE PROGRAM WORKER (NNADAP)

GENERAL DESCRIPTION:

The Munsee-Delaware Nation National Native Alcohol & Drug Abuse Program Worker will provide counselling and referrals services to individuals, families, and community members (individual and small groups) who have alcohol or drug abuse issues. The NNADAP worker will promote drug and alcohol-free lifestyles, positive choices as well as how to identify, understand overcome personal problems associated with substance abuse. Monday to Friday 9 am to 5 pm, may require evening and weekends.

KEY DUTIES AND RESPONSIBILITIES:

1. Technical Functions:
 - Plan the content of the information/educational sessions, selecting the needed resources and materials, facilitating the presentation, and evaluating the effectiveness of the program and delivery method.
 - Work with the community nurse with the delivery and administering of the Suboxone Program.
 - Develop and deliver age-appropriate teaching programs.
 - Organize workshops during the National Addictions Awareness Week workshop on gambling.
2. Administrative Functions:
 - Responsible for budget and year-end reporting for all NNADAP programming.
 - Record daily encounters and activities in a daily diary.
 - Prepare and complete regular and special reports on a regular and timely basis.
 - Prepare correspondence related to the program, clients and on other aspects of programming as required.
3. Communication & Liaison
 - Assess client based on need, provide services and referrals to clients (addictions, mental health, & traditional/cultural services).

- Provide a continuous flow of information to appropriate front-line workers.
 - Refer clients to Fetal Alcohol Syndrome and effects to other agencies, as necessary.
 - Maintain pertinent client information and files, upholding confidentiality, and privacy.
 - Promote and encourage each client to maintain an optimum level of health, well-being, and self-esteem.
 - Maintain and model appropriate personal boundaries with clients.
 - Create and maintain client records in a confidential and professional manner.
4. Other Related Duties:
- Performs other job-related duties as may reasonably be required by the Nation Manager.

QUALIFICATIONS:

- NNADAP certification, preferred.
- Post-Secondary Diploma in Traditional Healing, Social Service Worker, or related field with demonstrated competencies or
- Grade 12 Ontario Secondary School Diploma or equivalent and five (5) years' related experience;
- Demonstrated sobriety for a minimum of three (3) years and to abstain from the use of alcohol and/or abuse of drugs and/or gambling.
- Have a personal self-care or holistic wellness plan.
- Excellent oral and written communication skills
- Good role model
- Mediation and negotiations skills
- Good problem solving and conflict resolution skills.
- Knowledge of casework/counselling techniques
- Knowledge of local culture and traditions
- An understanding of the impact of residential schools on individuals, families and inter-generational
- An understanding of crisis management and the ability to deal with life threatening situations including the prevention of suicide.
- Knowledge of FASD and how to provide support for adults who are impacted by FASD.
- Ability to provide one-to-one and group counselling.
- Must have working knowledge of computers, Microsoft Office programs including Outlook, database usage, internet searching capabilities, and email;
- Must have financial knowledge including, reading financial statements and ability to create and monitor budgets;
- Exceptional knowledge and experience working closely with First Nations governance and management systems; must have knowledge of Munsee-Delaware Nation people;
- Must possess excellent interpersonal and communication skills and ability to organize time and work, and have sound decision making capability;

- Proposal writing, and accurate reporting will be an asset;
- Must have a drivers' license and access to reliable insured vehicle as some travel is required; an
- Must be able to supply a clear CPIC and Police Vulnerable Sector Check prior to employment.

The full job description is available upon request.

INTERESTED CANDIDATES

If you are interested in this exciting opportunity to be a member of a team that is dedicated to service excellence, continuous improvement, and innovative thinking, please apply with your resume and cover letter to:

Munsee-Delaware Nation
Attention: Human Resources
289 Jubilee Road, Muncey, Ontario N0L 1Y0
In a sealed envelope marked "**Confidential**"

Or

Email to: applications@munsee.ca

with the subject line: **NNADAP WORKER**

All submissions will be screened according to the above qualifications. Only those selected for an interview will be contacted. A registered member of a First Nation as per Section 16(1) of the Canadian Human Rights Act is a preference.