



JOB DESCRIPTION – Bearspaw First Nation

IDENTIFICATION INFORMATION

Job Title: NNADAP Worker
Job Location: Eden Valley
Supervision Received: Eden Valley Administrator/Health Director
Salary Grid Range: DOQ
Date Last Classified: October 2014
Job Status: Permanent Full time

Job Summary: The Eden Valley Health program is taking applications for 1 full time worker. The NNADAP worker is accountable to the Eden Valley Health Director and Administrator.

Tasks, Duties and Responsibilities:

- To develop and deliver culturally appropriate community based addictions services
- Increase awareness and understanding among the community about addictions, abuse issues as well as awareness and promotion of healthier lifestyles
- Ability to do one to one, group, and family counseling
- Provide aftercare programs
- Support the community to reduce the high levels of alcohol and other substance abuse within our community
- Provide educational training workshops to the community, school, groups within the community
- Act as a liaison with other health workers, and affiliated agencies
- Facilitating self-help groups
- May be required to work lengthy hours from time to time
- Administrative duties, daily, weekly, month end reports

Education, Skills & Qualifications:

- Good computer skills in Word & Excel
- Honest, reliable, confident in work & patient with others
- Conscientious attention to detail
- Ability to work in a team environment as well as work independently
- Must possess excellent organization skills
- Must be able to maintain confidentiality
- Able to adhere to deadlines
- Excellent written and verbal communication skills
- Diploma/ Certificate from a recognized Chemical Dependency/Addictions/Assessments program &/or related working experience
- Maintain an alcohol/substance free, healthy lifestyle minimum of three years
- Must have strong interpersonal skills, good judgment, ability to communicate effectively
- Strong organizational, program development and management skills
- Working experience with the community and having a good knowledge of the particular issues encountered by First Nations people
- Understanding of First Nation culture
- Must submit a criminal record check with resume
- Must have a valid license along with a reliable vehicle
- Able to sign an Oath of Confidentiality

To apply for this position, submit resume to the Eden Valley Administrator at peyasuw@stoney-nation.com.. Deadline for applications, is November 15, 2014.