



Ulkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
PHONE 250-742-3260
FAX 250-742-3411

Employment Opportunity

Drug, Alcohol and Opioids Addictions Coordinator

Definition

Working under a Terms of Reference for the “Drug, Alcohol and Opioids Crisis, with direction to develop action plans for the reduction of substance abuse and maintain the coordinated delivery of substance abuse prevention, promotion, treatment, and education services for the community.

Position Overview

The incumbent is responsible for assessing, designing, and coordinating substance abuse prevention programs to meet the informational and service needs of Ulkatcho First Nation (UFN) with a focus on Prevention, Intervention and Treatment.

The incumbent will work with all band departments, local, provincial and the federal government; industry, business sector and partner agencies to establish a Health and Wellness Center for Addiction treatment.

Responsibilities:

- Develops and maintains the coordinated delivery of substance abuse prevention promotion and education services
- Coordinates services with other organizations and provincial and National programs.
- Assesses and identifies community needs for drug and alcohol prevention programs.
- Aids schools, organizations, and business groups to plan, organize, design, implement and evaluate programs.
- Provides community leadership through committees, networks, and coalitions to develop and foster cooperative relationships between diverse groups concerned with responsive prevention service and public policy to provide technical assistance/consultation.
- Selects, trains, directs, evaluates, and handles disciplinary problems of subordinate staff
- Develops and carries out or directs others (staff, contractors, volunteers) to carry out training events, workshops, curricula, media campaigns, awareness materials and other activities.
- Develops, negotiates, and administers contracts with trainers and consultants
- manages specific program budget(s)
- Assists with preparing and monitoring budgets, and funding proposals
- Provides technical assistance to internal and external efforts to secure grant funding for prevention programs; inputs, accesses and analyzes data utilizing a computer.
- Other related duties as assigned.



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EMPLOYMENT STANDARDS

Knowledge:

- Working knowledge of the effects of drug and alcohol abuse and substance abuse treatment programs and prevention methods and techniques;
- Working knowledge of the principles and practices of community organization to enhance awareness and responsiveness to substance abuse prevention;
- Working knowledge of the basic community resources and organizations;
- Working knowledge of program development and evaluation;
- Working knowledge of education methods and materials including teaching methods and curricula design;
- Working knowledge of communication skills and techniques;
- Some knowledge of the principles of contract administration and management;
- Some knowledge of public health program policy planning;
- Some knowledge of grant proposal writing and budgeting techniques;
- Some knowledge of the principles and practices of staff supervision and training.
- Knowledge of local customs and traditions
- Experience with land-based healing

Ability to:

- Evaluate needs and design and implement substance abuse prevention forums and programs;
- Plan, coordinate, facilitate and present substance abuse prevention programs.
- Integrate land-based healing into the drug and alcohol treatment plan.
- Develop and maintain a cooperative working relationship with and between a wide variety of school, community, media, and professional representatives.
- Act as a consultant and technical expert in substance abuse prevention matters.
- Plan, assign, direct and evaluate the work of subordinate staff.
- Prepare and present oral and written materials convincingly, clearly, and logically
- Evaluate curricula and other educational materials related to substance abuse prevention
- Negotiate and monitor consultant and trainer contracts.
- Analyze and prepare grant proposals, contracts, and related budgets.
- Operate audiovisual equipment.
- Learn to input, access, and analyze data utilizing a computer terminal.



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Training and Experience:

Qualified medical professional with experience in Drug and Alcohol Addictions with one of or a combination of a University Degree, College Diploma in Nursing, Doctor, Psychologist, or other related field of expertise.

Working Environment:

Facilities and buildings owned and operated by Ulkatcho First Nation

Compensation:

- Commiserate with qualifications, training, and experience
- Medical and Dental Benefits
- Option to participate in the UFN pension plan

Reports to:

The Ulkatcho First Nation's Health Director

Application Process:

To apply for this position, submit your resume and supporting documents to hr@ulkatcho.ca, specify "Drug, Alcohol and Opioids Addictions Coordinator" in the subject line.

This position is for an immediate hire and will be closed when a successful candidate is hired.