



## TSOW-TUN LE LUM SOCIETY HELPING HOUSE

Mailing Address: PO Box 308 Stn Main, Duncan, BC V9L 3X5.

Address: 2850 Miller Rd, Duncan V9L 6V6.

Phone: 250-390-3123 Fax: 250-390-3119

www.tsowtunlelum.org

### Stabilization Counsellor/Support Service Worker

#### Full-Time

Seeking a strong candidate to fill the Stabilization Counsellor/Support Service Worker position at Tsoow-Tun Le Lum Healing House in Duncan, BC. This position is a primary point of contact for all those requiring assistance for various reasons during their stay at Tsoow-Tun Le Lum as well as supporting the Stabilization group as they settle into program.

#### Duties include: (but not limited to)

- Work closely with counsellors and management to understand and address group members' needs
- Liaise with external parties to ensure needs are met
- Participate in intake and discharge procedures
- Maintain medical binders and computer files according to procedures
- Assist with pharmaceutical intake and processing
- Support Stabilization group members and facilitate group as scheduled
- Follow up with past clients

#### Qualifications:

- Bachelor's Degree in the Social Sciences or Social Services diploma and related experience
- Previous experience in a responsible position requiring administrative skills, computer skills, and confidentiality
- Strong organizational skills
- Knowledge of Sharevision an asset
- Intimate familiarity with Indigenous culture
- Excellent interpersonal and communication skills; respectful, helpful, and reassuring attitude
- Ability to work effectively and respectfully in a team environment
- Minimum of 2 years abstinence from alcohol and mind-altering drugs
- Knowledge of addictions, treatment, and basic counselling skills in trauma and addiction

#### Additional Requirements: (may be required from incumbent prior to first day of work)

- Current Criminal Record Check
- Current TB screen/test results
- Hold a valid First Aid certificate or willing to attend First Aid training
- Current Driver's license; Class 4 an asset
- Due to the nature of the treatment environment at Tsoow-Tun Le Lum; and according to Board Policy: preference is given to applicants who have been abstinent from drugs and alcohol for a minimum of 2 years, and are willing to maintain an abstinent lifestyle while working at TTLL. (This includes marijuana and all cannabis products.)
- As career progresses, incumbent will be required to successfully complete job-required, short-term upgrading, training, and courses relating to administrative or clerical support, counselling skills, etc.
- In meeting the objectives and philosophies of the Society, preference will be given to qualified individuals of Indigenous Ancestry in accordance with Section 42 of the BC Human Rights Code.

*NOTE – applications that do not include a cover letter  
will not be considered*

#### Send Cover Letter and Resume to:

**Att: Personnel Committee, Tsoow-Tun Le Lum Society**

PO Box 308 Stn Main, 2850 Miller Rd,

Duncan, BC V9L 3X5

Fax: (250) 390-3119 Email: vikrant.panchal@ttlls.org

#### **Necessary information to include in your COVER LETTER:**

- the **length of time** you've been abstinent from alcohol and drugs, including marijuana and all cannabis products
- your **Indigenous ancestry**.