



Job Title: Intake Worker (Substance Misuse Program)

This position reports to: Program Director

1. Job Overview:

- a) The purpose of this position is to co-ordinate and manage the intake of clients for the Substance Misuse program.

2. Key Responsibilities:

- a) Review intake packages submitted by referral workers for clients interested in attending the Substance Misuse program (suitability/client and staff safety are always to be kept in mind)
- b) Clerical duties include maintaining program files; record-keeping systems; other related duties
- c) Consulting with management/staff as necessary regarding client suitability for the program

3. Duties Include (but are not limited to):

- a) Interact with client referral agents by phone, e-mail, and/or fax
- b) Emphasize the importance and value of Indigenous culture in the care and healing for clients
- c) Work cooperatively as a member of the treatment team
- d) Assist in intake and discharge procedures for clients
- e) Assist with arrangements for client appointments for medical or other authorized visits
- f) Arrange client travel as required including travel requirements for parolees

4. Additional Responsibilities:

- a) Create a positive and supportive atmosphere for visitors and residents
- b) Provide a positive role model for clients and create a positive environment at the Centre
- c) Relate positively to clients and encourage them in their program development
- d) Participate in training, staff meetings and Circle
- e) Attend weekly case conference
- f) Provide reports as required
- g) Billing agencies for client per demand other services
- h) Make program information and resources available for Counselors' use
- i) Ensure all previous client files are archived on client exit and re-activated on new admission
- j) Provide information to the public, clients and others concerning Centre services





5. Minimum Training/Experience Requirements:

- a) Completion of High School and completion of a computer and business class program including computer skills in Microsoft Office
- b) All work and practice must meet Work Safe Standards
- c) Intimate familiarity with Indigenous culture
- d) Minimum of 3 years abstinence from alcohol and mind-altering drugs; Role model and maintain an abstinent lifestyle.

6. Desired Additional Training/Experience Qualifications:

- a) Good physical health, interpersonal and communication skills
- b) Respectful, helpful and reassuring attitude
- c) Willingness to learn about substance misuse and develop basic counseling skills
- d) Two or more years of experience in a responsible position requiring administrative skills, confidentiality and high-level computer program skills

Submit Cover Letter and Resume to:
Hiring Committee,
Tsow-Tun Le Lum Society
Email: Vikrant.Panchal@ttlts.org
PO Box 308 Stn Main
2850 Miller Rd,
Duncan, BC V9L 3X5

PLEASE INCLUDE IN YOUR COVER LETTER:

1. The Length of time you've been abstinent from alcohol (include social drinking) and drugs, including Marijuana and all Cannabis products.
2. Your **Indigenous ancestry**.