



TSOW-TUN LE LUM SOCIETY

HELPING HOUSE

PO Box 308 Stn Main

2850 Miller Rd, Duncan BC V9L 3X5

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

www.tsowtunlelum.org

Job Title: Intake Worker (Substance Misuse Program)

This position reports to: Executive Director

1. Job Overview:

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

2. Key Responsibilities:

- a) Review intake packages submitted by referral workers for relatives(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 relatives(clients) suitability for the program

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

- a) Interact with relatives(clients) 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

4. Additional Responsibilities:

- a) Create a positive and supportive atmosphere for visitors and residents
- b) Provide a positive role model for relatives (clients) and create a positive environment at the Centre
- c) Relate positively to relatives(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, relatives(clients) and others concerning Centre services

5. Minimum Training/Experience Requirements:





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- 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: antonina.skiarenko@ttlls.org

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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**.

