



huu ay aht

ANCIENT SPIRIT, MODERN MIND

**Full-Time Position:** Drug and Alcohol Counselor

**Location:** Anacla and Port Alberni

**Salary:** Depending on Experience

**Authority Relationship:** Reports to Director of Community Services

**Application Requirements:** Cover letter & Resume

### **Function and Job Summary**

This position is ensuring strong front line supports for Huu-ay-aht citizens. Huu-ay-aht seeks to hire a Drug and Alcohol counselor, to meet the challenges, roles and responsibilities described below. This position is based out of both Port Alberni and Anacla.

### **Key Accountabilities**

The Drug and Alcohol Counselor will:

- Provide emotional support and crisis intervention to Huu-ay-aht citizens
- Respect and protect the privacy of information relating to all clients.
- Support people to reach their own resolutions or develop strategies to address and remedy their concerns
- Liaises with physicians and other team members as required.
- Always maintain confidentiality.
- Promote a performance-focused environment in alignment with the HFN's values, culture, and business goals.
- Follow all COVID19 safety and cleaning precautions
- Other duties as assigned

### **Job Descriptions:**

- Provide one on one drug and alcohol counselling and crisis intervention to Huu ay aht Citizens
- Interviewing and assessing clients mental and physical state to best assess their readiness for treatment.
- Develop skills and behaviors that are necessary to support their addiction recovery or harm reduction.
- Providing relevant information or resources specific to the client's needs
- Provide group facilitation where appropriate
- Educate citizen on treatment options, methods, and techniques to ensure the patient understands the process when they are completing the intake procedures

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**Office:** Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

**Mail:** Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Work closely with our Clinical Counselor to collaborate on treatment methods and plans for clients and to assess suitability for counseling services or referrals to other treatment centers
- Continue to support and follow-up with aftercare treatment plan
- Maintain records for patient tracking, along with personal files for your use as you work with the patient and create the treatment plan
- Conduct research as needed to develop new treatment methods and to stay up to date on changes within the field reports and evaluations
- Maintain case files

### **Valuable Skills for an Addiction Counselor**

- Strong communication and written skills
- Strong desire to help others.
- Comfortable working in multidisciplinary team
- Understand and knowledge cultural sensitivity
- Confidence.
- Motivation.
- Inspiration.
- Respect privacy.

### **Operational Requirements**

- Must have a valid class 5 driver's license
- Must be willing to attend Huu-ay-aht cultural and community events.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, criminal records checks, reference checks, and education/credential verification

### **Education and Experience Requirements**

- Demonstrated ability and experience in upholding values essential to Huu-ay-aht First Nations organizations: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- Academic counselling qualifications: degree in social work, psychology, addiction studies, counselling or equivalent, to the level of Independent practice is required
- Demonstrated understanding of, and strong experience with, trauma-Informed approach to support clients
- Cultural sensitivity and Humility

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- Valid First Aid certificate.
- Excellent oral and written communication and presentation skills.
- Ability to communicate effectively in a professional manner with all clients and stakeholders.
- Ability to respect and protect the privacy of information relating to all clients.
- Ability to promote a performance-focused environment in alignment with the HFN's values, culture, and business goals.
- Ability to use Microsoft programs such as outlook, word, excel, teams (or zoom) and power point.
- Demonstrated ability to work independently and as part of a team

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [tanya.r@huuayaht.org](mailto:tanya.r@huuayaht.org) by fax 250-728-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y 6N4. Please quote Administrative Support Worker Job Posting. Closing date for this position is **February 4, 2022** at 4:00 pm.

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**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### **Huu-ay-aht First Nations Values**

#### **PROFESSIONALISM**

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### **RESPECT**

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

#### **HEALTH**

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

#### **EFFECTIVE COMMUNICATION**

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### **Trust**

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

#### **SUPPORT**

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

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