

Brentwood Recovery Home

JOB DESCRIPTION

JOB TITLE: **Casual Women's Group Leader** **DATE PREPARED:** February 7th, 2024
DEPARTMENT: Women's Group **POSTING NUMBER:** #01-2024
REPORTS TO: Program Manager

GENERAL SUMMARY

Under the direction of the Program Manager, this position will be responsible for guidance and overseeing of clients on program, leading group meetings and identifying issues that may need to be addressed and reported to the Program Manager. Or referred to Registered Psychotherapists.

ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:

- Demonstrating and exemplify Brentwood's mission and values in day-to-day work
- Acting with the highest standard of professionalism with clients, family members, community partners, and colleagues.
- Working in the manner that preserves and respects the privacy and confidentiality of client's personal health information.
- Working in a manner that complies with Brentwood's policies and procedures
- Working in a manner that meets all Health and Safety requirements to ensure a healthy and safe workplace.
- Acknowledging, respecting, and affirming the diverse needs of our community, clients, and Brentwood's employees with the goal of reducing disparities in health outcomes.
- Contributing to Brentwood's work by participating in committees and agency events.

POSITION RESPONSIBILITIES AND DUTIES:

- Experience working with individuals with substance misuse and Mental Health concerns.
- Exceptional engagement techniques when overseeing group meetings, one-on-ones, and client inventories
- Identify clients' needs and communicate those needs to the Women's Program Manager
- Ability to work collaboratively in an interprofessional team and with people who have lived experience
- Ability to navigate and de-escalate situations and offer support using appropriate methods when needed
- Demonstrates a high level of initiative, independent thinking and judgement required
- Ensures documentation and reporting functions are maintained in a comprehensive and timely manner.

Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

QUALIFICATIONS

Education:

- CACII, Chemical Dependency certification post-secondary education in addictions and/or Mental Health.

Experience:

Two (2) years recent and relevant supportive counselling experience, in the judgement of the employer.

Knowledge & Skills:

- Comprehensive knowledge of trauma informed care in the treatment of addiction and mental health
- High level of computer software knowledge
- Demonstrates the ability to work in a multidisciplinary team
- Effective oral and written communication skills
- Bilingualism in both official languages would be an asset

Interaction:

Able to work with other professionals to problem solve and achieve common goals in a predicative manner using a cooperative approach.

Decision making and problem solving:

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues, able to use reason, even when dealing with emotional topics.

Energizing:

Able to create positive energy (motivation) in both individuals and groups.

Compensation and Schedule

Starting salary to be based upon the successful applicant's experience and qualifications.

Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment.

How to Apply

In compliance with Covid-19 related policies and restrictions, resume and cover letter may be submitted by email only to: jlavin@brentwoodrecovery.com on or before 3pm February 14th, 2024

Please mark in the subject line "Posting # 01-2024"

Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.