

Brentwood Recovery Home

JOB DESCRIPTION

JOB TITLE: (2) Two Casual Program Support Staff
(Women's Facility)

DATE PREPARED: October 28th, 2024

POSTING NUMBER: 17-2024

REPORTS TO: Program Manager

GENERAL SUMMARY

Under the direction of the Program Manager and in collaboration with Brentwood's Group Leaders, this position will be responsible for overseeing and maintaining a safe environment for clients, as well as volunteers, and alumni.

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 exemplifying Brentwood's mission, vision, and values in day-to-day work.
- Acting with the highest standard of professionalism with regards to clients, family members, community partners, and colleagues.
- Working in a manner that preserves and respects privacy, confidentiality, and 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.
- Provide daily reports to the Program Manager and Group Leaders with respect to activities during shift.
- Ensure that persons of program are participating actively in Brentwood's programs and are following any special instruction.
- Participate in required staff meetings and all training exercises that are offered.
- 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:

Working towards Certification Chemical Dependency certification (CACII) or equivalent

Experience:

Thorough understanding of the Brentwood Program (12-step informed, abstinence focused addiction treatment)

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:

- **Hourly Wage Position**
- **Each candidate will be required to work afternoon and weekends shifts.**
- **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 November 1st, 2024.

Please mark in the subject line “Posting # 17-2024”

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