



MONTREAL LAKE CREE NATION

P.O BOX 210 MONTREAL LAKE CREE NATION, SK S0J-1Y0 PH: 306-663-5349 FAX: 306 663-5320



EMPLOYMENT OPPORTUNITY



NATIONAL NATIVE ALCOHOL AND DRUG ABUSE PROGRAM (NNADAP)

Little Red River

Open Competition

- LOCATION:** Little Red Health Center – Montreal Lake 106-B, SK
- NUMBER OF POSITIONS:** One (1) – Full Time
- ROLE:** The NNADAP worker will work in coordination with the LRR Health team & Community on the preventative drug and alcohol programs for the Montreal Lake 106-B Cree Nation, as well as provide educational services to the community and to the LRR School on Drug and Alcohol abuse.

GENERAL DUTIES WILL INCLUDE BUT NOT LIMITED TO:

- Organize and maintain records of daily work activities.
- Complete monthly and quarterly reports on service activities.
- Provide statistical information for purposes of planning and evaluations.
- Create funding proposals when required.
- Provide effective counselling to individuals, family, youth and the elderly.
- Ensure proper record keeping of client case notes and all files are up to date.
- Complete client screenings, intakes, orientations, assessments and treatment planning, to assist in client support and recovery.
- Provide follow up after care services to clients after completion of treatment.
- Provide client crisis intervention when necessary.
- Develop educational programs relating to alcohol, drugs and family wellness according to the needs of the community.
- engages in and models supportive, healthy relationships through setting boundaries and demonstrations of respect with clients and co-workers.
- performs other duties as assigned by supervisor.

QUALIFICATIONS:

- Alcohol and Drug Free for a minimum of two (2) years and living a healthy lifestyle.
- The ability to speak First Nation language would be an asset.
- The ability to communicate effectively orally and in writing.



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- Completion of a NNADAP Basic Training Course – Level I or Chemical Dependency Worker Certificate or equivalent.
- Valid Class 5 Drivers license.
- Knowledge of Montreal Lake Cree Nation (106-B) and the community's culture, beliefs and traditional lifestyles would be an asset.
- Excellent organizational skills and attention to detail.
- Skill in the operation of necessary office equipment: computer, word processing and spreadsheet software.
- Ability to plan, organize, and schedule programs to the community.

DEADLINE FOR APPLICATIONS: **Until filled**

INTERVIEWS: **TBD**

HOW TO APPLY: Interested candidates are invited to submit an application package, which includes a **cover letter & resume** including **and any credentials pertaining to position** to the following:

Andrea Naytowhow, Office Manger/Human Resource Officer
William Charles Health Center
P: (306) 663-5995
F: (306) 663-4644
E: andrean@wchealth.ca