

Job Posting

Job Title	Coordinator – Continued Care Services
Status	Permanent / Fulltime
Department	Continued Care Services
Direct supervisor	Executive Director
Location	Kuujuaq, Northern Quebec
Job posting end date:	February 22, 2019

I. Position Overview

The Mandate is two-fold:

- Ensure the supply of specialized outpatient addictions services to support the recovery of Nunavimmiut in their home community
- Offer support services to clients of the recovery centre to ensure their physical and mental well-being during the treatment program and ensure proper support services are in place when clients return to their home community (aftercare; specialized services; etc.).

II. Purpose of Position

Under the direction of the Executive Director the coordinator is responsible for the development, implementation and coordination of support services for clients in communities and at the recovery center.

III. Essential Duties and Responsibilities

1. Planning: In the context of the opening of the new Isuarsivik Regional Recovery Centre, the coordinator:

- Plans the development of support services for the clientele admitted to the program: mental health, physical health, liaison with external service providers
- Plans the development of outpatient services offered by the community-based Inuit addictions counselors (evaluation; outpatient rehabilitation; aftercare support, etc.)

VISION

Isuarsivik is a rich resource that Promotes Inuit pride, self-empowerment, spirituality and healing through loving, healthy, productive lifestyles in safe addiction free communities.

- Contributes to the devising of the following processes: hiring, training and professional accreditation of the Continued care services department staff

2. Management:

- Supervises and support employees of the Continued care services department
- In collaboration with Clinical supervisor, provides support to employees of the Department's team
- Evaluates the services offered by the Department and makes the necessary changes to meet the needs of clients.
- Liaise with managers of partner's organizations to ensure proper coordination and integration of services at the community and regional levels.

IV. Qualifications

Education:

- University degree in a discipline of social intervention;
- Training in counselling;
- Completion of a management program would be considered an asset.

Work

Experience:

- 2 years in the field of social intervention and/or counsellor;
- 1 year of experience as supervisor
- Experience in the field of addictions (inpatient and/or outpatient program);
- Experience in service planning would be considered an asset.

Language:

- Ability to read, write and speak Inuktitut as well as English are mandatory.

Knowledge and Skills:

- Personal and professional experience in a cross-cultural setting;
- Ability to draft reports, documents and work plans on a computer;
- Strong ability to work independently and/or in a team;
- Ability to work outside standard office hours;
- Knowledge of Microsoft Office suite of programs, including Word, Excel and Outlook;
- Candidate must be willing to submit to a criminal records check.

VII. Work Environment

- Isuarsivik Recovery Centre is undergoing a major development process that requires flexibility, patience, creativity and adaptability;
- The incumbent must balance multiple demands and urgent requests from clients, staff and partners;
- Must be prepared to meet the personal and professional challenges associated with living in a northern, isolated community with limited resources.

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Salary/Benefits

Working conditions are based on Nunavik's health and social services network.

Salary will be determined depending on qualifications and experience.

Cost of living differential, transport to and from hiring point (province of Québec) and low rent fee for accommodation are included in Isuarsivik's employee benefit package.

Probation period.

Starting date: to be discussed

Job posting end date: February 22, 2019

SEND APPLICATION BY EMAIL OR FAX TO:

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Human Resources Manager
Isuarsivik Treatment Centre
P.O. Box 749
Kuuujuaq, Nunavik (QC.)
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Fax number: (819) 964-2041

Email: recruitment@isuarsivik.ca

**PLEASE NOTE THAT ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.
HOWEVER, WE THANK EVERYONE FOR THEIR INTEREST.**

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