

Portage is a not-for-profit organization that helps people overcome substance abuse issues and associated behavioural problems in order to achieve positive lifestyle changes. Portage provides drug addiction rehabilitation treatment in its various centres in Atlantic Canada, Québec and Ontario. Portage Atlantic services youth aged 14 – 18 years of age.

Person who ensures the education and re-education of recipients according to the intervention programs established in collaboration with a team of on-site professionals, with a goal to rehabilitate the individual and promote social reintegration. This person applies educational techniques using everyday actions and by organizing, coordinating and leading activities planned in the life unit program to ensure that adequate attitudes and behaviours are learned and acquired.

He or she observes and analyzes the behaviour of the resident, participates in evaluating their needs and abilities, and records their progress by preparing appropriate documents. This person provides the planning for his or her services.

DESCRIPTION OF RESPONSIBILITIES AND TASKS

- Ensures that all of the organization's policies and procedures are followed and prioritizes the quality of care provided, as well as the safety and well-being of residents, in all tasks performed, actions taken and documents prepared.
- Ensures that the quality of care provided is adequate and complies with the organization's existing policies and procedures.
- Ensures that all tasks and actions performed focus on the safety and well-being of residents.
- Welcomes residents and ensures their integration in the life unit, according to established procedure;
- Collaborates in evaluating the overall needs of residents;
- Ensures that the environment meets the needs of residents and that it promotes rehabilitation and well-being;
- Participates in developing treatment plans;
- Contributes to furthering individual therapeutic objectives, as determined in the treatment plan;
- Organizes and leads group and individual meetings at Prévost, according to established standards and procedures;
- Participates in the rehabilitation of residents through everyday moments;
- Coaches residents outside the establishment, if necessary;
- Participates in reviewing programs with other persons involved from the institution;
- Writes and forwards to the appropriate person the observation reports, evaluation reports and behaviour summaries, as well as any other required document;
- Participates in orientation and training of new personnel and interns;
- Fulfills any other related task at the request of his or her immediate supervisor.

SKILLS REQUIRED

- Hold a high-school diploma;
- Cegep diploma (DEC) in special education (a major asset); or
- University certificate in substance abuse treatment (a major asset); or

- Hold the ICADC certification of the Canadian Addiction Counsellors Certification Federation (CACCF), or begin the process to obtain this certification.*
- Excellent knowledge of French and English (spoken and written);
- Knowledge of Microsoft Office suite (Word, Excel, Outlook, PowerPoint);
- Hold a valid driver's licence;
- Experience with drug and alcohol addicted clients;
- Experience in a community environment and a therapeutic community;
- Experience in intervention and crisis management;
- Demonstrated skills in interpersonal relations and teamwork;
- Be free of any active criminal record and accept that a thorough verification of such be performed;
- All other relevant experience or academic achievements will be considered.

ADDITIONAL INFORMATION

Variable work schedule of 37.5 hours/week (days/evenings/week-ends)

Think you're the person we are looking for to fill this position or know someone who would be perfect for this job? Send us your CV without waiting by email at emarr@portage.ca

