



Freedom from addiction

## CLINICAL COUNSELLOR

**Our center TSTM, at Montreal, is actually looking for a clinical counsellor. This is a permanent position full time.**

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 Prevost services youth aged 14 – 18 years of age.

### JOB SUMMARY

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 therapeutical 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.

### **DIFFERENT LEVELS OF COUNSELLORS**

The duties of a counsellor may be performed at levels varying between 1 and 4, based on experience, responsibilities level, demonstrated abilities validated by successful examinations, and subject to the availability of a vacancy at a higher level. These variables are determined specifically from time to time by clinical services, and determine the class under to which each level belongs on the salary scale. The different specific factors for each counsellor level must, at all times, be described by clinical services and appear on the bulletin boards of each centre.

### **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.

### **OTHER INFORMATIONS**

Permanent position, full time 37.5 hours per week

Schedule 1 month day shift, from 7am to 3pm and 1 month evening shift, from 3 to 11 pm

From Sunday to Thursday or from Tuesday to Saturday

4 week of vacation

Social advantages/Benefits

RRSP

Bank of sick days

Please send your resume at [career@portage.ca](mailto:career@portage.ca)