



## Services Navigator (Part time)

### Position Description

The Services Navigator will act as a mentor and advocate for client's accessing services within community, assist clients with access to available resources, and support clients as they transition out of residential addictions treatment. Ideally, this candidate will have a strong ability to build relationships, be resourceful, self-directed, and desire to advocate and empower clients.

### Operational Duties

- Provide day-to-day support for clients in navigating community resources
- Work with and act as an advocate to other community resources
- Research, compile and maintain a community resource directory which can be used by staff and clientele
- Create and maintain a positive and safe environment for clients
- Coach and provide role-modeling and informal coaching to clients to develop self advocacy skills
- Advocate on behalf of clients
- Participate in transition planning, including aftercare supports, with all clients prior to discharge from PML residential addiction treatment program
- Receive and record brief service reports which determine an action plan
- Utilize the current materials and resources of PLTC and acknowledge the benefit of accepting and respecting the various approaches of your colleagues.
- Provide guidance and direction to clientele in respect to PLTC's cultural component and its approaches and practices
- Acknowledge and comply with organizational communication protocols
- Adhere to established PLTC policies, code of professional conduct, and code of ethics which holds all staff accountable for their behaviour and professionalism
- Attend all mandatory team meetings, training initiatives and working groups and be prepared to discuss at conference/meetings any detailing information needed

- Assisting with orientation and direction to staff regarding after care service providers, keeping current on available services within community
- Perform other related duties as assigned
- Support the Accreditation process
- Accurately document significant occurrences and observations in the proper formats as required (e.g. incident and termination reports, etc.)
- Affiliation with a Professional Body is desirable.

#### **Other Requirements**

- Valid Class 5 drivers license with an abstract upon hire
- Criminal Record Check and Child and Youth Intervention Check within the last 6 months.

Starting wage will be set according to education, skills and experience. Applications will be accepted until Friday, July 5, 2019

For consideration, interested parties should fax or email a resume along with a cover letter to:

Darlene Marchuk, Clinical Director (780) 459-1876 or [darlene-marchuk@poundmaker.org](mailto:darlene-marchuk@poundmaker.org)

Brad Cardinal, Executive Director (780) 459-1876 or [brad-cardinal@poundmaker.org](mailto:brad-cardinal@poundmaker.org)