

Addictions Supervisor

House of Friendship – Addiction Services, Community Counselling

At House of Friendship, we believe in what we are doing. We get out of bed each day to make a difference in our community; to walk with and to serve. We are not happy with the status quo. We get energy from ongoing learning and growth. We lead with passion and believe without a doubt that everyone deserves to belong and thrive. We live and breathe our values of Compassion, Inclusion, Justice, Dignity and Hope. And we have fun!

Sounds pretty great, doesn't it? It is!

The successful application will be responsible for leading, coaching and developing the team, as well as the day to day operations of the program.

**** This is a permanent, salaried, full-time (37.5 hours per week) position with paid sick time, personal days and vacation; group health benefits and defined contribution pension plan.**

Schedule is Monday to Friday, generally daytime hours, with flexibility to meet program needs.

Applicants must be authorized, in good standing, to perform the controlled act of psychotherapy through registration with an approved regulatory college. **

Key Responsibilities:

- Lead, develop and support the team members working within assigned programs, including staff, volunteers and students
- Supervisory responsibilities for health and safety within each program; ensuring a physically and psychologically healthy work environment for all team members
- Responsible for scheduling and the allocation of staff, students and volunteers based on the needs of each program and/or site
- Maintain communication with staff team, carry out coaching, regular check-ins and reviews, and supporting staff professional development
- Responsible for, with guidance from the program Manager, program design and delivery ensuring timely and appropriate programming to meet the needs of participants
- Responsible for overseeing and supporting the day to day operations of the program including expenses, coordination of data collection, staff and participant safety
- Support the program Manager with creating reports and proposals to support or source funding by sharing program insights, collecting registration and financial records, and coordinating program data collection
- Work with program Manager and other addiction services management to evaluate programs and overall approach for addiction treatment
- With the program Manager, build and maintain solid and fruitful relationships with community partners and agencies to increase opportunities for innovation and positively impact outcomes

- Represent House of Friendship at various addiction/substance use related meetings and community forums as needed or requested; bringing relevant issues and solutions to the conversation
- Individual and group counselling using an eclectic therapeutic approach
- Case management
- Establish strong, therapeutic rapport and maintain appropriate professional relationships
- Complete documentation and data entry in line with agency and legislative requirements
- Maintain confidentiality in compliance with Personal Health Information Protection Act (PHIPA)
- Participation and involvement in other programs, Addiction Services and broader agency activities
- Attend clinical supervision and case consultations
- Support staff in assessing complex situations and making appropriate decisions
- Provide on-call support to staff as needed
- Review Assessments/Treatment Plans

Critical Skills:

- Commitment to understand and uphold the mission and values of House of Friendship is expected
- Exemplary emotional intelligence, resilience, communication, conflict management and problem solving skills required
- Ability to work professionally as a team member with staff, participants and community members
- Build solid and fruitful relationships with community partners and agencies to increase opportunities for innovation and positively impact outcomes
- Demonstrated ability to create and maintain a positive work environment including the ability to navigate change in a positive and productive manner
- Experience or strong interest in working with diverse populations including people from various cultural background, income levels, and sensitivity to their needs
- Strong intercultural competency, with the ability to recognize and respect cultural diversity, able to be diplomatic and sensitive to the dynamics of a culturally diverse workplace
- Experience with and commitment to using an anti-racism, anti-oppressive and trauma informed approach in consultation, program design, evaluation processes and service delivery
- Must be dependable, professional, flexible, a team player, and have a positive attitude
- Respectful, supportive and engaging approach to persons with physical and/or cognitive disabilities, addictions, mental health and other life challenges
- Excellent project, timeline and deadline management skills including skills in logistics and planning and detailed record keeping
- Able to model effective problem-solving by recognizing the human, interpersonal and technical sides of a problem, show flexibility and explore possible solutions in an innovative and creative way
- Act as a change agent; contributing to continuous improvement and the successful implementation of change initiatives

Education/Experience:

- University degree in Social Work or Counselling
- Professional registration, in good standing, as either a Social Worker with the Ontario College of Social Workers and Social Service Workers (OCSWSSW) or a Registered Psychotherapist with the

College of Registered Psychotherapists of Ontario (CRPO)

- At least 3 years of experience as a counsellor, ideally within a team environment in a social service setting, with at least 1 year supervising staff and/or students
- Knowledge of substances, problematic substance use, recovery issues and evidence informed practices and clinical treatment modalities, including but not limited to Motivational Interviewing and Cognitive Behavioral Therapy

Job Specific Knowledge/Skills:

- Very strong leadership, team building and decision making skills required including demonstrated strength in coaching and developing people and teams
- Experience working with student and/or volunteers considered an asset
- Experience with coaching and mentoring for personal growth and development, including the ability to coach others through conflict
- Demonstrated skill in building and maintaining productive relationships (staff, community partners, funders)
- Passion for utilizing innovative approaches to providing supports in addiction treatment settings
- Sensitivity to and knowledge of issues relating to and impacting on all genders
- Commitment to stage matched, strengths based, person-centred psychotherapy
- Knowledge of community resources and provincial addiction treatment services
- Experience working within a non-profit and/or social services environment
- Demonstrated ability to be proactive, take initiative and come up with innovative solutions

Compensation:

- We value our team members above all else and know that our mission can only succeed through your work
- We value the work that you do with fair pay and benefits:
 - We are a Living Wage employer as defined by the [Ontario Living Wage Network](#)
 - We use a 3.5:1 ratio meaning that the highest paid team member is not paid more than 3.5 times than the lowest paid team member
 - Time off includes four (4) weeks of vacation, 3 personal days and sick credits totaling approximately 12 days per year
 - Full time benefit plan including Extended Health Care (EHC), Dental, Group Life, Accidental Death and Dismemberment (AD&D), Long Term Disability (LTD) and Health Care Spending Account
 - We believe strongly in supporting the mental health of our team members including providing access to the Employee and Family Assistance Program, \$1,000 for counselling services and our workplace Wellness and Psychological Health and Safety programs
 - We help you save for the future by providing a retirement plan that includes a matched Group Pension Plan as well as a Group RRSP and a Group Tax Free Savings Account



Permanent, Full-time

At House of Friendship all compensation ranges are categorized under a series of “grades” and we base our payment structure on internal equity. When determining rate of pay, a candidate’s past related experience will be taken into consideration along with where others with similar experience are currently on the pay grid.

Note: Due to the internal composition of our pay grids, many team members with lengthy experience are between the start and mid-point of the range and therefore most new team members will be placed accordingly.

Grade: 5
Min: \$26.50
Mid: \$30.41
Max: \$34.32

**** In addition to the hourly rate of pay, this position will also receive an additional \$1.50 per hour as a lead premium. ****

Working Conditions:

- 37.5 hours per week
- Typically scheduled Monday to Friday, including occasional evening/weekend work on a rotating schedule
- Flexibility as required to meet program needs and maintain work/life balance
- Rotating supervisor on-call responsibilities to support the 24/7 operations of the program
- Encountering participants under the influence of alcohol or other drugs, using substances and/or experiencing symptoms of mental illness can be expected

COVID-19 Vaccination Policy:

To maintain the safety of staff and participants, House of Friendship has implemented a COVID-19 Vaccination Policy. All Staff hired after October 19, 2021 are required to provide proof of being Fully Vaccinated against COVID-19 as a pre-condition of their employment or placement offer. If an individual is unable to be vaccinated against COVID-19, they will be required to submit written proof verifying a medical reason or by submitting a request under the Ontario Human Rights Code and agree to regular Rapid Antigen Testing at least two times per week. When documentation has been received and approved, House of Friendship will provide accommodation up to the point of undue hardship in compliance with the OHRC and may follow up to receive further information and/or documentation as required. Failure to meet these requirements will result in the immediate revocation of an offer of employment.

If you are as passionate as we are about serving the community, let’s talk.

To apply, please submit your resume and cover letter here:

<https://house-of-friendship.hirehive.com/job/114197/addictions-supervisor-community-counselling>

By end of day **February 12, 2023**.