



POSITION DESCRIPTION

POSITION TITLE:	REHABILITATION COUNSELOR
DEPARTMENT:	MENTAL HEALTH & ADDICTIONS
CLASSIFICATION:	REHABILITATION COUNSELLOR II
UNION:	MGEU – PROFESSIONAL TECHNICAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO: MANAGER HEALTH SERVICES – MENTAL HEALTH AND ADDICTIONS

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

Reporting to the Manager Health Services – Mental Health & Addictions, the Rehabilitation Counselor provides alcohol and drug related counselling, referrals, case management, education, development of treatment plans and support services to individuals accessing the RAAM clinic. Participation in program development is an expectation, with the capacity to work in other program areas as required. The position requires a commitment to a client-centred philosophy and approach to the development, provision and support of programs and services.

The position of Rehabilitation Counselor functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Conduct bio-psychosocial/spiritual assessments and collaborate with clients to design client-centred, strength-based treatment plans that reflect evidence-based practices and clinical skill.
- Provide individual and group counselling services to adults and whose primary concerns are alcohol, drugs and/or gambling.
- Ability to match treatment services to client's unique circumstances.
- Responds to client requests and crises in a responsible, timely and flexible manner.

- Maintain current and accurate confidential records of client files.
- Demonstrates skill and knowledge related to Motivational Interviewing techniques and coaching skills and conducts same.
- Works collaboratively with a multi-disciplinary team within the organization.
- Develops and delivers health promotion programs to all program areas as required.
- Facilitates courses, presentations and training in alcohol, drugs, impaired driving and gambling addiction awareness.
- Participates on committees, teams or work groups at the local and provincial level as requested by supervisor.
- Works collaboratively in the context of a provincial organization, with numerous colleagues, to ensure a consistent approach.
- Establishes and maintains professional working relationships and regular communication with community and other related organizations.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- A Bachelor's Degree in social sciences or related field with a minimum of one-year supervised counselling experience (or volunteer experience);
- or
- A Diploma in applied counselling with a minimum of two years supervised counselling experience (or volunteer experience)
- Working in the addictions field an asset.

REQUIRED KNOWLEDGE:

- Demonstrated knowledge and skills related to assessment and individual counselling.
- Knowledge of the addictions field and community development processes.
- Demonstrated ability to work within a complex system of services.

EXPERIENCE REQUIRED:

- Experience working from a client centred perspective and training and/or experience in the utilization of Motivational Interviewing techniques is essential.
- Experience in planning, preparing and presenting educational material is an asset.

SKILLS/COMPETENCIES:

- Ability to communicate respectfully and positively with clients and staff and presents self in an approachable and friendly manner.
- Demonstrates a genuine enthusiasm for client-centered care and displays empathy and compassion.
- Demonstrates the ability to balance the needs of clients, other staff and the organization.
- Demonstrated experience in planning, preparing and presenting educational material.

- Demonstrates enthusiasm for ongoing professional development activities, and engages in reciprocal learning experiences with colleagues and supervisors.
 - Recognizes the importance of regular individual and team supervision meetings.
 - Demonstrates active listening skills, is coachable and responds positively to supervision.
 - Demonstrates a strong commitment to personal and professional ethics, integrity and responsibility.
 - Ability to manage one's own emotions and strong feelings; maintain a calm and tactful composure under a broad range of challenging circumstances; think clearly and stay focused under pressure.
 - Demonstrated understanding of substance use/abuse/dependence and co-occurring disorders.
 - Ability to work within a team environment.
 - Effective communication and problem-solving skills are required.
 - Excellent organizational, interpersonal and communication skills.
 - An understanding of, and sensitivity to, working with culturally diverse populations is essential.
 - Demonstrates the ability to operate Microsoft software applications, Internet and email communications.
 - Valid Manitoba driver's license and access to a reliable vehicle.
 - Mental and physical ability to meet the demands of the position.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as

described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facilities' Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

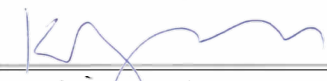
- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: October 2024
Date


Revised: _____
Date

Approved by: 
Regional Manager/ Supervisor

October 17, 2024
Date

Approved by: 
Executive Lead/ CEO

October 17, 2024
Date

Reviewed by: 
Executive Lead, Human Resources

October 17, 2024
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.