



# Snuneymuxw

First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

## JOB POSTING

### Mental Health and Addictions Manager

#### JOB OVERVIEW

Reporting to Community Wellness Administrator, the Mental Health and Addictions Manager manages all aspects of the Snuneymuxw mental health and addictions services for Snuneymuxw First Nation people, supervises mental health and addictions counselors, maintains a personal counseling case load; and, provides leadership in community crisis response. This is a full-time permanent position.

#### Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

<b>Achievement</b>	Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results
<b>Collaboration</b>	Work together to build successful teams and partnerships Be open, inclusive and share knowledge See, provide and act on feedback
<b>Community Commitment</b>	Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises
<b>Integrity</b>	Own your actions, successes, and mistakes Act with transparency, honesty, and respect Do what you say you will do
<b>Innovation</b>	Look for ways to improve and create positive change Think broadly and take a wider viewpoint Be responsive to new ideas and opportunities



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## **JOB RESPONSIBILITIES**

The Mental Health and Addictions Manager will be responsible for the following duties:

- Plans, organizes, and manages all Snuneymuxw mental health and addictions programs and services.
- Supervises the work of a Community Wellness Counsellor, a Community Addictions Counsellor and the Homeless Outreach Workers.
- Ensures the completion of all appropriate documentation for all mental health program services.
- Designs and creates promotional and program materials.
- Provides in-service mental health and addictions training support for Health Centre team members.
- Responsible for the preparation of the mental health budgets; and to the preparation of funding applications to maintain or enhance mental health program.
- Contributes to the preparation of operational policies.
- Participates in the orientation of new employees or service contractors.
- Coordinates and/or presents community events and projects that support and strengthen the community.
- Develops and implements counseling plans.
- Interprets client's assessment results and assesses urgency and risk of harm to self or others; intervenes to reduce risk.
- Provides individual counseling for individuals, groups, and families.
- Refers clients to external services and advocates for clients within social services, education, and justice systems.
- Ensures supports are offered through a culturally sensitive approach that respects cultural values and traditions.
- Collaborates with other community programs and services to provide the most appropriate internal or external support for clients, including participation in case conferencing processes as appropriate.
- Provides leadership in community crisis response.
- Makes home and community visits as required.
- Other duties as assigned.

## **JOB REQUIREMENTS**

### **Education:**

- A graduate degree with a clinical emphasis and professional registration; and a professional counseling or mental-health related certification is required.

### **Experience:**

- A minimum of 2 years' experience (preferable 5 years) in staff supervision in a health or social services context.
- A minimum of 2 years (preferable 5 years) of related clinical experience working with Indigenous clients.



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## **Knowledge, Skills and Abilities:**

- Strong interpersonal skills; ability to establish and maintain effective and efficient working relationships with parents, staff, and community agencies/representatives.
- Strong presentation, writing and listening skills.
- Ability to provide supervision
- Strong organizational skills and the ability to take initiative.
- Ability to work both as part of a team and independently.
- Strong understanding of social, economic, political, and historical concerns in Indigenous communities.
- Awareness and understanding of Coast Salish culture, customs, and traditions is an asset.
- Knowledge of and ability to implement a variety of theoretical frameworks related to working with individuals, groups, and families.
- Ability to assume the responsibility for client case management.
- Knowledge of and able to implement appropriate mandates from regulatory authorities related to the program such as the Ministry of Children and Family Development.
- Experience with software applications and clinical information system (preferably PROFILE).

## **Willingness Statements:**

- You are required to possess and maintain a valid class 5 BC driver's license.
- You may be required to work outside of work hours if an emergency occurs
- You will be subject to satisfactory reference check and criminal records review and policy record checks.
- You must maintain strict confidentiality in performing the duties of the Mental Health and Addictions Manager and must adhere to the Snuneymuxw Health Centre Confidentiality Policy; as well as your professional Code of Ethics and accreditation standards.

Please submit your current resume and cover letter to:

Snuneymuxw First Nation  
Attention: HR  
668 Centre Street, Nanaimo, BC, V9R 4Z4  
or email: [HR@snuneymuxw.ca](mailto:HR@snuneymuxw.ca)  
Fax: 250-753-3492

**Deadline Date: March 31, 2023 @ 4PM**

*Please note: Only those applicants who are short-listed will be contacted. Thank you.*