

## Vuntut Gwitchin Government

A. Identification: Manager, Mental Health & Support Programs

Department: Health, Social & Recreation Department

Supervisor: Director of Health and Social Programs

Date: Aug 2010

Status: Term Full-time

Level: 8

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B. Job Summary:

Reporting to the Director of Health, Social and Recreation Programs, this position is responsible for providing personal and family counseling, and delivering the National Native Alcohol & Drug Addiction Program (NNADAP). This position is responsible for supervising Family Support Worker and the Justice Coordinator/ Native Court Worker. Position also coordinates all Therapists coming into the community through the use of Client Case Conferencing. Evaluates all programs, through the use of results based measures.

C. Main Duties:

**Coordinates and delivers alcohol and drug counseling programs and therapeutic services by:**

- Conducting individual needs assessments, developing one to one caseload plans, delivering treatments plans, evaluating client progress, adjusting alcohol or drug counseling, and therapeutic approaches for individual healing and wellness.
- Supervising Client Case Conferencing Process
- Supervising Family Support Worker in assessments and documentation
- Referring client to other public and private agencies for alcohol & drug treatment and Therapy.
- Promoting and facilitating and or arranging pre-treatment and aftercare group programs
- Developing and facilitating a lands based treatment program
- Organizing and facilitating alcohol and drug prevention presentations, workshops, symposiums, misc. information sessions for children and adults
- Developing and distributing alcohol and drug prevention paper or electronic informational documents to the public
- Developing policies and procedures
- Keeping accurate and confidential records of counseling and treatment outcomes sessions
- Organizing and or delegating client treatment in Whitehorse, and travel and accommodations through non-insured health benefits (NIHB) or Vuntut Gwitchin Health & Social Program
- Researching funding opportunities and preparing funding proposals
- Completing P.Q.'s and cheque requisitions as required
- Keeping current on trends and methods in Therapy and Drug and Alcohol Treatment
- Providing therapy for individuals as necessary, and Group Therapy Sessions
- Coordinating Workshops and Therapists coming into community and evaluating effectiveness through results based measures.
- Researching and implementing Brief Therapy processes.
- Evaluating the effectiveness of treatment and therapy plans through results based

- measures and making adjustments as necessary
- Ensures all reporting is finalized
- Designs and implements Client Case Conferencing
- Ensuring the integration of programs in mental health, health and recreation within the Health, Social and Recreation department and other Vuntut Gwitchin Government departments
- Acting for other managers in the department on a temporary basis and potentially for the Director of Health, Social and Recreation Department.
- Establishing and maintaining effective communications with health unit.

**Coordinates and delivers personal, group, and family counseling programs and services by:**

- Evaluating needs of individuals and families and determining appropriate counseling support
- Counseling clients
- Visiting homes with Family Support Worker to observe and discuss family dynamics
- Organizing and facilitating presentations, workshops, symposiums, misc. information sessions for children and adults
- Developing and distributing wellness related paper or electronic informational documents to the public
- Developing policies and procedures
- Keeping accurate and confidential records of counseling sessions
- Researching funding opportunities and preparing funding proposals
- Keeping current on trends and methods

**Participates in planning committees, working groups, symposiums and conferences by:**

- Gathering, preparing, submitting and/or presenting proposals, reports, misc. information needed for developing policy and procedures, addressing concerns, advising, or sharing
- Seeking input from Vuntut Gwitchin citizens regarding alcohol and drug services, and counseling services
- Representing Vuntut Gwitchin interests in government consultations, and meetings.

**Practices financial responsibility by:**

- Prepares annual work plans and budgets
- Monitoring program expenditures and reporting any variances to supervisor
- Submitting project/third party claims as required
- Ensuring financial documents such as travel forms, cheque requisitions, purchase orders and travel claims are processed

**Hires and Supervises staff by:**

- Assisting with interviewing and selection of new staff
- Establishing work priorities and making changes to workload as needed.
- In consultation with director evaluates staff training needs
- Assisting with problem solving and personnel issues
- Approving timesheets and leave forms
- Monitoring compliance with Occupational Health and Safety Standards and reporting job injuries to the Human Resources Dept.

D. Job Knowledge and Skills:

Education:

- Degree or diploma in social work, psychology, psychotherapy, or a related field, or the equivalent in training and experience.
- Direct and successful counseling experience
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of social issues affecting First Nation peoples both locally and nationally.
- Knowledge of federal and territorial funding programs for First Nations and for organizations in general.
- Knowledge of public and private agencies associated with alcohol and drug abuse programs.
- Knowledge of a variety of treatment programs and therapeutic approaches.

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures.
- Ability to multitask
- Ability to resolve conflicts and to problem solve
- Ability to prioritize and rank issues in relation to the overall goals of VGFN.
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to write reports and make presentations
- Ability to analyze community needs and develop policies and procedures to meet those needs.

Specific Skills:

- Ability to use email, Word and Excel
- Class 5 driver's license (ideal to have class 4 as well)
- Ability to plan treatment programs that best suit client needs
- Ability to use counseling skills in a manner appropriate to client
- Ability to organize and facilitate workshops and presentations

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme cold temperatures and darkness, and extreme warmth and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with clients, co-workers, community members, and with outside agencies, partners and business associates.

E. Decision Making:

This position is responsible to the Director, Health and Social Services. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. The incumbent decides on methodology and organization of work to meet goals and objectives, and client needs.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, and for the integrity and confidentiality offered to each client. Preventative work and client counseling and support is a critical factor in Vuntut Gwitchin citizens achieving and sustaining healthy lifestyles.

G. Key Personal Contacts and Nature of Contacts:

<b>WHO</b>	<b>Purpose</b>	<b>Frequency</b>
Supervisor	Information exchange, program planning, direction	Daily
Justice Coordinator/Native Court Worker	Review clients in common	As needed
School Principal/Teachers	Special presentations	As needed
Alcohol & Drug Services	Coordinate clients for treatment	As needed
NIHB at YTG	Coordinate clients for treatment	As needed
Inter-agency group	Update and network	Monthly
RCMP; nurses and other professionals	Providing advice, exchange of information, counseling and referrals	As needed
Federal and Territorial Governments	Exchange information, seeking advice, submitting proposals	As needed

H. Positions Supervised:

Number of positions supervised directly: 2	Family Support Worker, Justice Coordinator/Native Worker.
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I. Working Conditions:

The majority of the work takes place in a normal office setting.

Spiritual:

- Being sensitive to and respectful of the spiritual beliefs of clients.

Physical:

- Approximately 30 - 50% of time in counseling
- Travel approx: 6 trips per year long distance
- Isolated living conditions in extreme temperatures and light conditions
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Mental:

- Regular need to meet deadlines (meetings, reports, ad hoc deadlines)
- Meet funding proposal deadlines and project reporting demands
- High requirement to determine and deliver best methods of dealing with client needs
- Being called by clients in emergency situations outside of regular work hours

Psychological Hazards

- The emotional labor and secondary traumatic stress documented in normal therapeutic work is aggravated by the multiple relationships that are inevitable with clients and community recourses in small isolated communities. There is stress from threats and verbal abuse by dissatisfied or involuntary clients, their families and political advocates, and stress from being unable to have a sense of belonging and support for ones work... the position regularly exposes the incumbent to stress in working with clients in crisis, community politics, and the need to create supports where none exist and the limitation or absence of financial resources

Physical Hazards

- Alone in an isolated office , as well as on home visits, this position is at risk of abuse and assault by clients who may be involuntary and/or violent and/or disturbed and/or under the influence of alcohol and drugs.

Emotional:

- High degree of working with clients who have problems and stress due to misuse of alcohol and drugs, physical and sexual abuse, poor parenting, and undeveloped personal life skills.
- High degree of the possibility of experiencing negative reactions from clients in and outside of counseling sessions, and during and outside of work hours.

J: Conditions of Employment

- Security Clearance
- Willingness to work flex time to accommodate weekend and evening tasks
- Pre-employment medical and TB screening.
- Driver's class 5 license
- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- First Aid/CPR certificates, or willingness to obtain

**SIGNATURES:**

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor _____</p> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent _____</p> <p>Date</p>
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