

RED DEER DREAM CENTRE SOCIETY

Red Deer Dream Centre Society
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RED DEER DREAM CENTRE SOCIETY PHILOSOPHY

The Red Deer Dream Centre Society is a faith-based recovery organization working to change the lives of those men suffering from addictions. Our holistic process of transformation helps individuals to escape the cycle of addiction so that individuals can lead healthier lives. We believe in a multi-phased process of recovery, one that will enable our clients to ultimately become productive and contributing members of society.

OUR VISION AND MISSION

VISION: To Provide every male, the opportunity to recover and live a life free from addictions to alcohol and/or drugs.

MISSION: To provide recovery programs based on Christian values that allows our organization to support men physically, mentally, emotionally, spiritually, and relationally so that they can achieve a life of freedom from addiction.

POSITION SUMMARY – DIRECTOR OF CLIENT CARE AND PROGRAMS

Reporting to the Board of Directors/ Executive Director, the Director, Client Care and Programs is responsible for ensuring the facilitation of addictions psycho- educational groups and process groups on various topics related to living skills, addictions treatment and recovery for the residents of the Red Deer Dream Centre Society. The individual in this role will develop a detailed understanding of the operations of the Programs at the Red Deer Dream Centre Society and will take initiative in developing and assisting the team, while upholding the values of the Red Deer Dream Centre Society.

ROLES & RESPONSIBILITIES

The Director, Client Care and Programs is responsible for developing and implementing every facet of the Genesis Process in the Red Deer Dream Centre Society. In addition, administrative reporting will be required as well as taking on a case load and supervising counselors in the area of programming to drive efficiency and effectiveness. Part of this role involves connecting with outside medical and non-medical professionals, as well as finding programs that can be incorporated with the Genesis Process that can best clients during the recovery process. This position fills a role in the Client Care and Programs Department and is actively involved with the Red Deer Dream Centre Society's programming projects.

The responsibilities include but are not limited to:

- Ensure Family Support Program for those connected to residents within a men's drug & alcohol program.
- Ensure that program activities are efficiently and effectively delivered in accordance with the mission, vision, and the goals of the organization.

- Develop and implement the client care and program policies and procedures for the organization.
- Manage a case load of 8-10
- Ensure Coordination of delivery of services among different program activities
- Intervene in conflicts.
- Ensure the organization of leisure activities for clients. Participating when possible.
- Ensure the health and safety of all clients at all times, including enforcing house rules.
- Ensure all forms & records are completed.
- Ensure mental health counsellors maintain a comprehensive understanding of crisis management.
- Develop After Care Program
- Supervise and develop Case Managers, Intake Support Worker, and the Client Support Team Leads.
- Facilitate annual staff reviews on direct reports.
- Develop Group Counselling Programs – Mental Health and Addictions
- Ensure the tracking and progress of clients.
- Ensure comprehensive case notes are completed by Case Manager, Intake Support Worker and Client Support Workers
- Develop & Implementation Stabilization Program
- Consult with professionals regarding all client medications.
- Works closely Director of Operations for Facility Management as it pertains to clients.
- Understand and create annual budget for Client Care Programming
- Work closely with Executive Director, Director of Operations and Board of Directors
- Plan and facilitate monthly commencement ceremonies.
- Responsible to ensure adequate coverage for Client Care Staff
- Being available to support Client Care Staff in crisis
- Ensure volunteering opportunities for clients is established.
- Provide oversight to intake systems and processes.
- Provide monthly Board Report
- Ensure policies and procedures meet licensing requirements.
- Evaluate Client Care Programming
- Ensure adequate supplies for screening.
- Develops a comprehensive staffing model for Client Care Programming
- Work with Director of Operations to recruit new hires.
- Ensure programming for life skills is developed.
- Develop transitional process for clients.
- Communicates with local professionals to enhance Client Care Programming

SUCCESS CRITERIA

The Addictions Counselor is measured on assisting in the continual improvement of the Program Team, bringing in new initiatives for more effective Counseling through consistent development. Success criteria include:

- Positive brand recognition and consistency in practicing RDDC values
- Actively communicate with all members of the Client Care team for effective service and risk management
- Assess and using effective therapeutic interventions including the following modalities: Solution-Focused, Trauma Informed Practice, Mindfulness-based Relapse Prevention, Narrative, Spiritual-based, Cognitive Affective, Existential, Feedback-Informed, Crisis Intervention & Stabilization, and ART
- Develop and continuously be up to date with the various programs that RDDC offers.

- Ability to lead themselves and others (clients and counsellors) through client journey

EXPERINECE AND EDUCATION REQUIRED:

- Certification as an Addiction Counselor
- Master's degree in counselling, Social Work, Psychology, or related social science
- 7-10 years' experience working in an education instructor role.
- 7-10 years' experience working in the field of addiction.
- Ideal Certifications: Current CPR/First Aid Certification & ASIST Certification and NVCI (Non-Violent Crisis Intervention)
- Experience with Dialectical Behavioural Therapy
- Genesis process counsellor's training
- Genesis group facilitation experience
- Demonstrated leadership experience.

SKILLS REQUIRED:

The Addictions Counselor requires leadership and effective communication skills. Specific skills required include:

- Ability to manage time in a professional manner.
- Ability to establish therapeutic relationships with clients, demonstrating warmth, respect, genuineness, empathy, concreteness, and appropriate boundaries.
- Knowledge in facilitating drug awareness and addictions classes.
- Good interpersonal and communication skills and the ability to communicate at all levels and to a wide variety of cultural and ethnic backgrounds and lifestyles.
- Ability to handle conflict in a professional manner and to function competently in high stress situations.
- Acute attention to detail and a commitment to excellence and high standards
- Demonstrate effective organizational, planning and administration skills.
- Ability to handle multiple tasks concurrently and exercise sound judgment.
- Demonstrate knowledge in initiating and compiling accurate and detailed reports in a timely manner.
- Acute attention to detail and a commitment to excellence and high standards
- Individual and group facilitation skills
- Administrative, management and leadership skills
- Must be able to build teams and work collaboratively with other departments.
- Dispute and conflict resolution skills.
- Caseload management and reporting skills.
- Relationship building skills with clients, counsellors, and community partners.