

**POSITION: Interim Addiction Services Program Supervisor****PROGRAM: Alcontrol**

Alcontrol is a women's specific, addiction treatment program offering assessment/screening, residential, day and community treatment services. In addition, Alcontrol provides specialized services to women who are pregnant. There are 9 treatment beds in the residential program which operates with a 24 hour staffing model. The Addiction Supervisor works with other residential treatment staff to provide the addiction treatment program.

**GENERAL RESPONSIBILITIES:**

1. Screening Interviews/ Program Intake
2. Individual Counselling
3. Group Counselling
4. Staff Supervision
5. Administrative Tasks
6. Supervision of Residence
7. Providing Program Information
8. Organization Responsibilities

**QUALIFICATIONS:**

1. University level degree in Counselling /Social Work/Nursing
2. Advanced skills providing individual and group counselling
3. Excellent organizational, interpersonal and communication skills required
4. Experience in staff supervision and program management is an asset
5. Sensitivity to and knowledge of issues related to and impacting on women.
6. Previous experience working in substance abuse treatment in a residential setting preferred
7. Current Standard First Aid certification or willingness to obtain upon hiring
8. Experience working within a non-profit and/or social services environment preferred
9. Strong interest in working with women of all income levels in need of support
10. Ability to work effectively with people from various cultural backgrounds
11. Commitment to understand and uphold the mission and values of House of Friendship is expected

**POSITION DETAILS:**

- This is a contract position from March 2012 until March 2013, covering for a Maternity leave
- 37.5 hours weekly; on call 7 days a week to program treatment staff
- Hours of work are generally either 8:00 am to 4:00 pm or 9:00 am to 5:00 pm, except Wednesday evenings until 8:00 pm
- may involve intensive contact with program participants with high needs and working alone

**PAY RATE:** \$23.89 - \$25.38 per hour, based on experience**WAGE LEVEL:** Grade 14**PLEASE SUBMIT COVER LETTER AND RESUME TO:**

Program Director, 215 King Street South, Waterloo, N2J1R2  
Or by Fax; (519) 745 2223 Or by email: shellyw@houseoffriendship.org

**APPLICATION CLOSING DATE: Monday, January 30, 2012****START DATE: March 2012**

We thank all applicants. Only those selected for an interview will be contacted