



NAANDWECHIGE-GAMIG
Wikwemikong Health Centre

Employment Opportunity
Nookomisnaang Counsellor
Full-Time Positions
Part-Time Positions
Casual Positions

Summary

Responsible for planning and facilitating safe therapeutic counselling; ensuring care management duties are completed according to minimal standards; preparing and maintaining administrative duties, promoting a supportive, respectful and harmonious team environment.

Responsibilities

1. Plan and facilitate safe therapeutic counselling to individuals and/or families by providing:
 - Accurate and complete intake packages
 - Orientation to the environment and counselling process
2. In accordance to the minimal standards, ensure case management responsibilities are current and accurate by:
 - Submitting documentation for feedback, revision and approval
 - Updating client contact sheets and case management tracking sheets
3. Prepare, conduct and maintain administrative duties by:
 - Adhering to and abiding by the contents of the Shelter Service Operations Manual
 - Complete and submitting weekly time sheets and appropriate leave forms
4. Promote a supportive, respectful and harmonious team environment by:
 - Working cooperatively and in coordination with all staff members
 - Communicating concerns with all staff members in a sensitive and direct manner to promote understanding and resolution

Qualifications

- Post-Secondary graduate in Social Work or relevant discipline.
- Minimum of 2 years of work and/or volunteer experience in the provision of services regarding family violence.
- Understanding of the impact of family violence on the individual family, clan, nation and community

Salary: \$70,101.00. Interested applicants **MUST** submit: 1) A cover letter; 2) Updated resume; 3) Photocopy of certificates/diploma/degree from a post-secondary institution, and 4) Contact information (email, phone number) of 2 work related references.

Attention: Melissa Roy
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Deadline: Until Position Filled

Late or incomplete applications will not be considered and we appreciate your interest.