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 will 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
NAANDWECHIGE-GAMIG Wikwemikong Health Centre
P.O. Box 101, 16A Complex Drive, Wikwemikong, Ontario P0P 2J0
Telephone: 705-859-3164 / Fax: 705-859-3300 / Email: melissaroy@wiikwemkoong.ca

Deadline: Until Position Filled

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