



NGWAAGAN GAMIG RECOVERY CENTRE INC.

TELEPHONE: 705.859.2324

TOLL FREE: 877.649.2242

FAX: 705.859.2325

WEBSITE: www.ngwaagan.ca

P.O. Box 81, 56 Pitawanakwat Street, Wikwemikong, Ontario, POP 2J0

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Casual Attendants and Drivers
DEPARTMENT: Treatment and Community-Based
CLOSING DATE: February 13, 2026, at 4 pm
EFFECTIVE DATE: Immediately

GENERAL DESCRIPTION:

Ngwaagan Gamig Recovery Centre Inc. (NGRC Inc.) is an accredited organization that is growing and expanding and has openings for Attendants and Drivers.

The Attendants are needed to monitor clients in residential pre-treatment, treatment, and aftercare programming. The Attendants are expected to fill part-time (and possibly full-time) hours. The Attendant's shifts include day (8:30 am-4:30 pm) and night (4:15 pm-12:30 am).

The Drivers are called in on an as needed basis.

RESPONSIBILITIES:

The role of the Attendant is to:

- Monitor clients in residence to ensure safety and support throughout their treatment process
- Communicate and work effectively and professionally within a team-oriented approach, ensuring a smooth delivery of approved sessions, programs and services, and scheduled outings
- Enforce house policies and procedures
- Participate in the organization's team goal of ongoing accreditation processes
- Documentation and case notes are required for every client for every shift
- Provide ongoing communication and case notes to management team regarding client care
- Create a safe, healthy, and supportive atmosphere for all clients and coworkers that aligns with our policies and procedures

The role of the Driver is to:

- Transport clients for attendance at treatment programming, providing detox transportation and possibly medical trips for residential clients

EDUCATION AND EXPERIENCE:

- Able to support and advocate for substance-free lifestyle
- Must demonstrate qualities of a positive role model for the Anishinaabe community and adhere to the Code of Ethics
- Knowledge of Anishinaabe culture, language, and issues is an asset
- Knowledge of the services and programs within Ngwaagan Gamig Recovery Centre Inc.
- Able to provide appropriate client support and maintain confidentiality
- Must be willing to work weekends, evenings, and nights as scheduled
- Must demonstrate good interpersonal skills and attention to detail
- Must possess excellent written and verbal communications skills
- Valid Class G and/or F Driver's License and current CPR and First Aid training
- Must submit a current Driver's Abstract and a criminal reference check with a vulnerable sector screen (CPIC-VSC)

ORGANIZATIONAL BENEFITS:

- Professional Development Opportunities
- Collaborative and Dynamic Work Environment

OPPORTUNITY TO SERVE THE COMMUNITY BY HELPING OTHERS

HOW TO APPLY:

Please submit a resume, cover letter and three (3) recent references by email to the attention of:

Alfreda Trudeau, Assistant Director
Email: atrudeau@ngwaagangamig.ca

Include in Subject line: **Attendant/Driver**

** Only those selected for an interview will be contacted.**

1st Posted: January 30, 2026