



INTERNAL JOB POSTING

JOB TITLE:	Recovery Skills Facilitator – Residential Outreach
JOB LOCATION:	New Day & New Way Recovery Homes
WORK HOURS:	(approximate: with the exception of Tues. & Wed., some flexibility is possible) Mon: 12pm– 4pm; Tues & Wed: 12pm-6pm; Thurs: 2pm – 6pm*; Fri: 9am-1pm * Every third Thursday of the month: 9am – 1pm
STATUS / WAGE:	Non Union – Please submit wage expectation with your resume
SUPERVISOR:	New Dawn House Manager & Executive Director

New Way & New Day are Recovery Homes for women transitioning from first-stage recovery to independent living. Both residential programs are designed to support women who have maintained abstinence for a minimum of 90 days, and who are either waiting for housing and/or are ready for further personal development, employment or pre-employment training and/or other education.

The Recovery Skills facilitator employs both individual and group counselling skills to inform and guide residents' 2nd-stage process as they continue their recovery from addiction while managing interpersonal relationships within their communal residence and their community at large. Working in direct consultation with the Executive Director and/or New Dawn's Licensed House Manager, she will provide ongoing support for women at New Way & New Day.

JOB DUTIES:

- * Facilitate onsite visits for women interested in accessing New Way with VCH Addictions Housing Case Manager
- * Intake and orientate new clients
- * Develop and follow up clients' individual recovery care plans
- * Review and follow-up weekly progress reports for each client
- * Facilitate weekly food inventory, grocery list and menu; purchase food, using a volunteer to assist
- * Oversee that clients are following menu/meal planning and weekly chore list
- * Facilitate weekly groups (Tues. New Way – Wed. New Day) with a focus on creating a harmonious communal living environment
- * Provide one-to-one support
- * Provide Advocacy, conflict resolution/mediation or crisis intervention services to address and diffuse client distress as needed utilizing support of Housing Case Manager
- * Refer clients out to appropriate resources as needed (ie: Dr, Mental Health, Counselor, Day Treatment, Pre-Employment Program) in consultation with Executive Director
- * Assist clients in preparing for the transition to independent living
- * Maintain individual women's files/ records
- * Monthly attendance at VCH Housing Service Provider Meetings (every third Thursday of the month)

QUALIFICATIONS:

- * Substance Abuse Certificate and/or equivalent; relevant experience in the field
- * Basic Counselling skills & Facilitation skills
- * Leadership skills and ability to initiate tasks in a timely fashion
- * Excellent documentation skills: files and notes must be organized and legible, written documents must be clear
- * Excellent time management skills are a must
- * Must have a working knowledge of computers: Word and Internet
- * Must have a minimum of 2 years clean & sober if alcohol or drug misuse has been a past practice
- * Doctor's note certifying physical ability to perform job duties as listed above
- * Current class V drivers license and a licensed vehicle
- * Current TB test result
- * First Aid Level 1
- * Food Safe

The suitable candidate will be accountable, flexible, innovative, and demonstrate initiative in the performance of all her tasks. In a manner that affirms and reflects the philosophy and vision of Chrysalis Society, she will be able to make independent decisions as well as problem solve in crisis situations.

The candidate will understand and adhere to all current standards regarding the confidentiality of clients, and ethical practice undertaken by Chrysalis Society.

The candidate will maintain and role-model Chrysalis Society's philosophy and mandate in all situations. Her communications especially - with residents (in-waiting and current), alumni, co-workers and community members – will be non-judgmental, non-shaming, respectful, compassionate and patient.

The candidate will have and actively practice a personal wellness program. She will maintain awareness of the importance of modeling healthy boundaries and wellness that reflect the supportive work we do with our client population in the workplace.

Resumes can be submitted to: **Chrysalis Society**

ATTN: Executive Director

fax: 604-325-0563 OR email: admin_at_chrysalis@telus.net

Chrysalis Society thanks all applicants; however, only short-listed candidates will be contacted.