



**TEEN CHALLENGE CANADA  
ADDICTIONS COUNSELLOR  
JOB DESCRIPTION  
PRIDDIS, ALBERTA**

<b>Terms of Employment:</b>	Full-time	<b>Department:</b>	Program
<b>Position Type:</b>	Addictions Counsellor	<b>Reports To:</b>	Director of Program

**POSITION SUMMARY:**

The primary responsibility of the Addictions Counsellor is to provide therapeutic addictions counselling services, guide the students through a self-discovery process of identifying who they are and how they can live their lives free of addictive behaviours. This will include guiding the student into a personal relationship with Jesus Christ and implementing biblical principles for successful daily living. All applicants interested in this position, must apply directly through our website at: <https://www.teenchallenge.ca/contact-us/employment>

**JOB DUTIES & RESPONSIBILITIES:**

- Provide one-on-one therapeutic rehabilitative counselling sessions for students in the Teen Challenge Canada program, assigned to case load, ensuring compliance with psychotherapeutic counselling standards and the Teen Challenge Canada Program Standards
- Write and implement a "Treatment Plan" for case load students
- Provide weekly one-on-one counselling and weekly group sessions, addictions relapse prevention and exit strategy planning
- Acquire feedback on student progress from other staff, Discipline Board and other components of the TCC program, through attendance to program meetings
- Maintain confidential student files according to Teen Challenge policies
- Complete and maintain accurate records and reports regarding the patients' histories and progress, services provided, and other required information
- Attend professional development courses as directed by the Centre Director, including any prescribed continuing education to maintain certification
- Ensure compliance with and maintain membership in good standing with counselling code of ethics and association membership requirements

**Other duties assigned by the Director of Program**

**QUALIFICATIONS:**

- Addictions Counselling Certification by CACCF or equivalent
- Active membership in an Addictions Counselling Association
- Minimum of 2000 hours of work experience in the addictions field
- Strong Biblical knowledge
- Excellent written and verbal communication skills
- Valid Driver's License
- Strong administrative skills and positive team attitude
- High level of sound and independent judgment, reasoning, resourcefulness, flexibility, adaptability and discretion
- Strong interpersonal and people skills
- Demonstrate ability to clearly transmit and receive information by email, phone and in person
- Proficient in Microsoft Office Productivity Software
- Excellent attention to detail and ability to adapt to within a changing fast paced environment
- Self-motivated, results-driven and able to work well under pressure

- Excellent time management skills and ability to prioritize and organize tasks at hand
- Apply patience, kindness and compassion on a daily basis
- Strong morals and ethics, along with a commitment to confidentiality

#### **WORKING CONDITIONS:**

- Manual dexterity required to use desktop computer and peripherals
- Intermittent physical activity including walking, standing, sitting, and lifting
- Operate office equipment including computer, photocopier, scanner, phone, headset and other office equipment as necessary
- Overtime and local travel may be required

<b>Approved By:</b>	Chief Program Officer
<b>Date Approved:</b>	March 2015
<b>Date Reviewed:</b>	October 2018