



BEHAVIOURAL HEALTH FOUNDATION

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Winnipeg, Manitoba R3V 1L6
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Position	Intake and Outreach Worker
Department/Program	Addiction Treatment Services
Reporting	Program Director
Employment type	Full Time, Permanent
Shift / hours	40 hours a week

ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

Visit www.bhf.ca to learn more about our programs.

JOB SUMMARY

The successful candidate will be responsible for screening prospective program members, doing outreach with program graduates, and doing program promotion. The Intake and Outreach Worker will work at the River Point Centre and St. Norbert facility, as directed.

QUALITIES AND QUALIFICATIONS

- Graduate of an accredited Community College or University with major course work in Behavioural or Social Sciences with two years experience in a residential setting or demonstrate an extraordinary ability complimented by life experience and other training that will allow the performance of duties.
- Must have excellent communication skills necessary to facilitate documentation, report writing, and program promotion.
- Exceptional interviewing and crisis counselling skills.
- Possess knowledge of addiction issues and treatment methodologies.
- Ability to facilitate seminar sessions using a variety of teaching modalities to engage participants and foster learning.
- Able to work with minimal supervision and exercise mature judgment.
- Ability to work independently and in a team environment.
- Must be self-motivated and well organized.
- Knowledge and understanding of Indigenous history, culture, practices, customs, and beliefs.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- The successful candidate will work closely with the intake workers in all BHF programs to communicate matters of concern and information to allow for follow-up and program enhancement.
- Assist in performing initial assessments including the writing of Social Histories, Interpretive Summaries and treatment plans as assigned.
- Facilitate orientation meetings with residents' named support persons and encourage participation in treatment processes.
- Utilize the Centralized Intake Screening tool to properly assess clients for the most suitable treatment options.
- Liaise with other addiction agencies in order to provide current information regarding BHF programs.
- Screen and conduct in-person interviews for prospective members of BHF treatment programs.
- Liaise with referring workers in arranging intakes.
- Transport prospective program participants to the appropriate facility for tours and intake as required.
- Participate in and lead outreach groups in a manner that promotes therapeutic community concepts.
- Provide support as appropriate for program members past or present and ensure involvement is documented.
- Provide on-going support to BHF clients in the River Point Centre housing unit and document any involvement.
- Possess working knowledge of and refer residents to appropriate community resources.

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check with vulnerable sector check and child abuse registry check (no older than three months)
- A valid driver's license with a reliable vehicle and a satisfactory drivers abstract.
- Must be legally entitled to work in Canada.
- Mental Health First Aid Certificate is considered an asset.
- Valid First Aid / CPR Certification an asset
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Maintain strict confidentiality guidelines regarding all clients and conversations.

BENEFITS

- Fully employer paid comprehensive benefits package (Medical and Dental, Vision, AD&D, Critical Care Coverage)
- Mental Health Coverage, Resources and Support - \$2,000 per calendar year for Psychologist/Social Worker/Clinical Counsellor/Marriage and Family Therapist/Psychoanalyst/Psychotherapist
- 5 % matched pension program
- 3 weeks' vacation to start
- Worker's Compensation Coverage
- Compressed work schedule (optional 4/10 work schedule) in some positions
- Training and development, including NCI, First Aid and Cultural Competency
- On site Indigenous teachings/ceremonies (paid time off to attend)
- Free lunch, coffee, and snacks
- On site fitness facility
- Employee discount program
- Free parking on site
- Opportunities for education agreements for job related training
- Company paid dues for employment related professional designation
- Mileage reimbursement (when applicable)

- A park-like suburban setting makes coming to work a pleasure
- Casual dress

HOW TO APPLY

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to leslien@bhf.ca We thank all applicants, but only those being considered for an interview will be contacted.

Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. BHF offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.