



BEHAVIOURAL HEALTH FOUNDATION

35 avenue de la Digue
St. Norbert, MB R3V 1L6
Phone: (204) 269-3430
Fax: (204) 269-8049

Position	Program Support Worker
Department/Program	Breezy Point (Women's Program)
Employment type	Full Time, Permanent
Shift / hours	Shift Work, Days, evenings including weekends
Salary	\$36,321/ year
Posting Date	November 4, 2025
Closing Date	November 25, 2025
Number of Openings	1

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 program.

JOB SUMMARY

The Program Support Worker will work with treatment staff in providing support and supervision to clients. The individual will also ensure that basic needs are supplied to residents and that all scheduled activities occur as planned. They will engage and assist residents in community outings. Shift work is required for this position. Program Support Workers workdays, evenings/weekend shifts and may be required to work overnight shifts to cover staff holidays pending availability.

QUALITIES AND QUALIFICATIONS

- Grade 12 High School or equivalent is required and life or work experience in dealing with women with addiction and co-occurring mental health issues.
- Good written and oral communication skills needed.
- Knowledge and understanding of Indigenous history, culture, practices, customs, and beliefs.
- 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.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- The incumbent will communicate matters of concern related to resident's needs, programming, and the environment to the Director.
- Provide guidance, direction and advice to residents as necessary in conjunction with Keyworkers and other treatment staff.
- Advise and educate residents with regard to addictions using a model based on a non-disease approach.
- Produce progress notes in residents files on any meaningful information gathered from contact with clients.

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, conversations, and referrals.

BENEFITS

- Fully employer paid comprehensive benefits package (Medical and Dental, Vision, AD&D, Critical Care Coverage) for full time/permanent employees.
- 5 % matched pension program
- 3 weeks' vacation to start.
- Worker's Compensation Coverage
- Training and development, including NCI, First Aid and Cultural Competency
- On site Indigenous teachings/ceremonies
- Free lunch, coffee, and snacks
- On site fitness facility
- 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 at hollyk@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. Behavioural Health Foundation welcomes applications from people with disabilities. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.