



BEHAVIOURAL HEALTH FOUNDATION

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Position	Keyworker/Addictions Worker
Department/Program	Addiction Treatment Services
Employment type	Full Time, Permanent
Shift / hours	Evenings and/or Weekends (3:00 pm -11:00 pm)
Salary	Starting at \$42,588.15 annually (\$20.48/ hour)
Posting Date	April 27, 2026
Closing Date	May 15, 2026
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 **Keyworker** is a core member of Behavioural Health Foundation's integrated Therapeutic Community team within Addiction Treatment Services (ATS). Working under the direction of the Assistant Director and Director of Programs, the Keyworker supports residents experiencing substance use and mental health challenges through daily engagement, structured support, and coordinated care. This role operates within a **shared-care, integrated team model**. While the Keyworker plays a central role in coordinating resident supports, responsibility for resident care is held collectively by the team.

One Team • One Plan • Shared Responsibility

ATS is a larger, co-ed residential program with higher resident capacity and a fast-paced environment. Keyworkers are expected to manage caseloads while maintaining consistency, organization, and quality of care.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Provide structured, day-to-day support to residents within a Therapeutic Community model, building professional and therapeutic relationships while reinforcing routines, expectations, and community participation.
- Complete assessments, contribute to the development and ongoing review of individualized and shared resident plans, and meet regularly with residents to monitor progress and adjust goals.

- Deliver counselling, education, crisis support, and learning-based, trauma-informed interventions within scope of practice, including referrals to clinical or specialized services as required.
- Support community operations by facilitating or assisting with groups, seminars, and meetings; promoting peer accountability; and modeling appropriate behaviour, communication, and professional boundaries.
- Monitor resident participation and behaviour, respond to incidents or changes in presentation, support resident orientation and discharge planning, and remain informed of daily program operations.
- Maintain accurate, timely, and confidential documentation, including resident files, progress notes, reports, and incident documentation, and participate in team communication and meetings.
- Work collaboratively within an integrated team model, contributing to shared planning, decision-making, and consistency of practice while demonstrating accountability and mutual support.
- Provide services in a respectful, inclusive, and culturally responsive manner, supporting Indigenous and cultural practices and participating in ongoing cultural awareness and learning.

QUALITIES AND QUALIFICATIONS

- Minimum Grade 12 with post-secondary education, diploma, or certificate in Addictions, Community Support, Social Work, Counselling, or a related field; equivalent combinations of education and experience will be considered.
- Experience working in residential treatment or with individuals experiencing substance use, mental health challenges, and/or vulnerable populations is an asset.
- Strong interpersonal, written, and verbal communication skills, with the ability to provide supportive counselling and resolve conflict effectively.
- Demonstrated ability to work both independently and collaboratively within a structured, team-based environment.
- Strong organizational, planning, and decision-making skills.
- Knowledge of Indigenous history, cultures, and perspectives, with the ability to provide services in a respectful and culturally responsive manner.
- Commitment to treating all residents with dignity, respect, and professionalism.

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.
- ASIST (Applied Suicide Intervention Skills Training) is considered an asset.
- Mental Health First Aid Certificate is considered an asset.
- Valid First Aid / CPR Certification an asset
- Must be able to work in a challenging environment.
- Must demonstrate a strong work ethic and be dependable.
- 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 lonniet@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.