



EMPLOYMENT OPPORTUNITY

NATIONAL NATIVE ALCOHOL & DRUG ABUSE PROGRAM WORKER

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **National Native Alcohol & Drug Abuse Program (NNADAP) Worker** to join our Administration. The NNADAP Worker reports to the Health Director and is responsible for helping Henvey Inlet First Nation members address their substance abuse issues from where they originated while focusing on root causes. In collaboration with harm reduction models, the NNADAP Worker will empower individuals, families and community with tools to recover from the negative outcomes of substance abuse and ensure the development and implementation of prevention and recovery programs. This role requires cultural competency, crisis management skills, and a commitment to maintaining client confidentiality and supporting traditional healing practices.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The NNADAP Worker will be responsible to:

- Establish and maintain therapeutic and supportive relationships with clients while keeping empathy and compassion top-of-mind
- Facilitate client intake by interviewing clients, preparing case histories and using observations to assess clients' treatment needs
- Create and maintain thorough confidential client records with pertinent information including intake and consent forms, case histories, referrals, treatment notes, etc.
- Encourage clients to be open to discussing issues that are occurring
- Schedule weekly appointments with clients and counsel clients in need of addictions treatment, ensuring no gaps in services
- Facilitate individual and group counseling sessions using different techniques and therapeutic models to those struggling with alcohol/substance abuse or gambling addiction
- Provide support services and referrals based on clients' needs that respect the individual's choices (ie – addictions, mental health & traditional/cultural services)
- Process referrals to treatment centres and counselling services for sexual abuse, family violence and co-dependency issues and mental health support
- Provide information on what an individual should expect when going to a detox/treatment center
- Provide AA, Al-A-Teen, NA and Gambler's Anonymous support group meetings in community or ensure people are aware of and have access to these services and process referrals for them when needed
- Coordinate transportation for clients to attend treatment, support group and counselling services
- Assist clients in obtaining health related assessments required for treatment services
- Provide outreach and conduct visits with clients while in treatment and home visits
- Assess clients' mental states ensuring there is no risk of self-harm or injury to others
- Provide crisis intervention counselling to clients as needed
- Monitor and evaluate clients' treatment progress and adapt treatment and wellness plans as required

- Assist in the development of culturally appropriate wellness programs and materials for community members
- Use Traditional Land-Based activities to promote sober lifestyles for individuals, families and community
- Respond to clients with cultural responsiveness and refer clients to recognized and approved Indigenous Traditional service providers when requested
- Support traditional healing practices by encouraging clients to participate in community-based wellness programs with traditional healers or other health team members
- Develop and implement culturally appropriate counseling and intervention programs and relapse prevention programs for those returning from treatment and recovery centres
- Develop and facilitate an age-appropriate addictions teaching program, including substance abuse awareness initiatives in community
- Develop educational materials and provide alcohol/substance abuse and addictions information services to clients and community members via newsletters, brochures, literature, workshops, videos, internet, etc.
- Prepare and distribute all correspondence related to the program to clients, community members and other key stakeholders
- Promote positive lifestyle choices and prevention of alcohol/substance abuse addictions by utilizing various program initiatives
- Serve as a positive role model by practicing personal wellness and encouraging drug and alcohol-free living
- Maintain and model appropriate personal and professional boundaries with clients
- Promote community health development through the provision of education and the awareness of the effects of drugs and alcohol
- Create and distribute educational materials to clients, target groups and to the community
- Facilitate educational workshops on various topics including identifying, understanding and overcoming substance abuse, the effects of prescription drugs, fetal alcohol awareness, and gambling addiction
- Support and participate in community health promotion activities
- Organize social and spiritual, drug-free activities for National Addictions Awareness Week
- Create and maintain a secure filing system for all confidential client information/assessments and treatment plans in accordance with PIPEDA and other applicable privacy regulations
- Maintain strict confidentiality at all times
- Ensure services are provided in a professional and timely manner
- Develop and maintain solid working relationships with local mental health agencies, doctors, and healthcare professionals
- Participate in case management meetings and provide a continuous flow of information to appropriate care team providers
- Advocate for needs of clients and provide family and social support where needed
- Work collaboratively with HIFN Health and Family Services teams to coordinate required services or to resolve emergency issues in crisis situations
- Work with the community nurses in the delivery and administration of the methadone program
- Liaise and collaborate with external agencies, organizations and community partners to expedite client care when required
- Complete and maintain accurate statistical and narrative reports on a monthly, quarterly and/or annual basis as required
- Seek and apply for program funding through various external government agencies and program sponsors
- Oversee annual NNADAP budget and monitor monthly expenses
- Assist with the completion and submission of year-end and other various department reports to applicable funding providers including Ministries, Governments, and other health service providers in a timely manner as required
- Prepare and facilitate the annual workplan for all NNADAP programming
- Adhere to all HIFN policies and procedures
- Participate in continuous learning opportunities to maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training workshops as required

- Attend and actively participate in team, staff and community meetings
- Other duties as assigned from time to time by the Health Director, Director of Finance/Administration, or Chief and Council

QUALIFICATIONS

- Post-secondary degree or diploma in Social Work, Native Human Services, Indigenous Wellness and Addictions, Alcohol and Drug Counselling or Psychology or related field
- Minimum of 2 years experience in addictions and/or counselling, preferably within First Nations' communities
- NNADAP certification preferred
- Certification in the field of addictions (e.g. CACII, ICADC) preferred
- Completion of ASIST training and Crisis Intervention training an asset
- GAIN training certification a strong asset
- An understanding of crisis management and the ability to deal with life threatening situations including the prevention of self harm
- Previous experience working with adults experiencing trauma, emotional and psychological challenges and other mental health issues an asset
- Current Mental Health First Aid Certification an asset
- Current First Aid and CPR Level C preferred
- Able to provide a satisfactory Criminal Record Check (CPIC) including a Vulnerable Sector screening
- Valid Class G driver's license with access to a reliable, insured vehicle
- Thorough knowledge of various casework and counselling techniques
- Knowledge of FASD and how to provide support for adults who are impacted by FASD
- Knowledge of and respect for Anishinabek culture, history, teachings, language, traditions, values and beliefs is of critical importance
- Knowledge and understanding of inter-generational trauma and the factors and issues impacting and influencing indigenous communities
- An understanding of the impact of addictions and trauma on the family system
- Have knowledge of and willingness to actively support traditional healing practices
- Highly professional and dependable
- Excellent client relations and interpersonal communication skills
- Strong written and verbal communication skills
- Strong mediation and negotiation skills
- Strong de-escalation, conflict resolution and problem-solving skills
- Excellent time-management and organization skills
- Have strong morals and ethics, along with a commitment to privacy
- Be a good role model
- High level of sound and independent judgement and reasoning skills
- An ability to work collaboratively with the HIFN Health and Family Services teams to provide full-circle client support where needed
- Must also be able to work independently and with little supervision; must be self-directed
- Proficient with Microsoft Office programs including Word, Excel, Outlook and Power Point and the use of general office equipment
- Ability to work variable work hours, including evenings and weekends, when needed
- Willingness to travel for work when needed

HOURS OF WORK

Full-Time – 35.5 hours per week

WORK LOCATION

In-office

REMUNERATION

\$23/hr - \$42/hr

START DATE

June 9, 2026

APPLICATION DEADLINE

May 14, 2026

Those interested in applying should submit their resume, cover letter, driver's abstract and CPIC in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.