

# **EMPLOYMENT OPPORTUNITY**

## **The Salvation Army**

### **Ontario Central –East Division**

**POSITION: Director of Addiction Services**

**FACILITY: Ottawa Booth Centre**



Giving Hope Today

Using the Community Reinforcement Approach (CRA) the Director of Addiction Services develops and implements an addiction services system that meets the needs of the homeless and at risk population

#### **RESPONSIBILITIES:**

##### **Program Development, Delivery and Review**

- Oversees case management system for addiction services in the Booth Centre, ensuring that clients are offered needs assessment (including spiritual assessment), individualized goal planning, appropriate referrals, ongoing monitoring/case review/support, follow-up/aftercare
- Facilitates weekly client classes
- Becomes directly involved in complex client management cases
- Directs and provides professional clinical supervision of the Anchorage treatment staff
- Ongoing evaluation of the effective delivery of services to ensure program meets funders requirements

##### **Community Liaison**

- Represents The Salvation Army Ottawa Booth Centre by developing and maintaining contacts with other agencies that provide addiction services
- Liaise with community agencies, including S.A. units, involved in providing services to the addictions clients for the purpose of facilitating referrals both to and from the Centre and advocating on behalf of clients

##### **Human Resources**

- Hires, orientates, trains, evaluates, rewards, disciplines and terminates employees in consultation with the Executive Director and/or the Director of Human Resources
- Provides supervision and direction to staff of addiction services including individual regular documented supervisory meetings
- Participates in the recruitment, training and supervision of any volunteers or student placements in Addiction Services
- Understands and complies with union contract in force

##### **Administration**

- Liaises with the Addictions Services funders (LHIN) to ensure service compliance and funding reporting requirements are met,
- Provides administrative oversight to all addiction services at the Ottawa Booth Centre
- Ensures accurate and up to date statistics with the ability to analyze, interpret and present findings to funders and/or Executive team as required

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

**Financial**

- Ensures all financial functions performed as per policy and procedures
- Provides input into the operational and staffing budgets for the Addiction Services
- Prepares and provides to Accounting financial/statistical information for funders
- Oversees and approves all expenses of Addiction Services within specified spending limits

**Safety and Security**

- Ensures, through employees, that all procedures, rules, and guidelines for the safety and security of residents and staff are enforced impartially

**QUALIFICATIONS:**

- Experience working with the Community Reinforcement Approach (CRA)
- Current CACCF, or equivalent
- Certified Addictions Clinical Supervisor
- Relevant post-secondary education in addictions or equivalent working experience
- Minimum three years' experience in program development/supervisory experience
- Experience working in addictions with an urban hard-to-serve client population
- Bilingualism (English and French) an asset
- Pass an internal police background check (BackCheck); Note: A satisfactory criminal background check is required

**SALARY / GRADE:** 14

**HOURS:** 40 hours per week, Monday to Friday 8:00a.m. to 4:30p.m.

**Interested applicants are asked to contact Patty Rino by July 19, 2013:**

**Email: [jobs@ottawaboothcentre.org](mailto:jobs@ottawaboothcentre.org)**

**or**

**Fax: 613-241-2818**

**INTERNAL APPLICANTS: Your management supervisor must be aware of your intentions prior to submitting your application for this position**

**We thank all applicants, however, only those candidates to be interviewed will be contacted  
PLEASE NO PHONE CALLS**