



IDENTIFICATION

Department	Position Title	
Justice	Traditional Addictions Counselor	
Position Number	Community	Division/Region
82-13862	Hay River	Corrections Service/SMCC

PURPOSE OF THE POSITION

The Traditional Addictions Counselor is responsible for providing addictions counseling and facilitating addictions and correctional group programs from an Indigenous knowledge foundation to inmates at the South Mackenzie Correctional Centre (SMCC).

SCOPE

Located in Hay River and reporting directly to the Warden of the SMCC; the Traditional Addictions Counselor works in cooperation with the SMCC Case Management team, Elders, NWT Correctional Facilities, Community Corrections, Community Social Workers, Community Addictions Counselors and other agencies to provide addictions services to offenders through a holistic and culturally relevant approach.

The incumbent provides offender services, within departmental guidelines of the Northwest Territories, in accordance with operational standards established in the Corrections Division, in order to provide safe and secure custody, rehabilitation and reintegration of inmates. As part of the facility team, will ensure the ongoing provision and enforcement of policy and services within the Corrections Mission, Vision and Value statement.

Work is directed by legislation (Federal-Corrections Conditional Release Act, Corrections Conditional Release Act, Prison and Reformatory Act, Criminal Code of Canada, Youth Criminal Justice Act, Young Offenders Act, Canadian Charter of Rights and Freedoms and Territorial GNWT Corrections Act, Public Service Act, Access to Information Privacy Protection Act (ATIPP); and specific policies (Corrections Service



RESPONSIBILITIES

1. To facilitate programs and provide addictions counseling services to inmates incarcerated in the Northwest Territories.

- Facilitate programs to address the addictions needs of the inmate using cultural opportunities based on relevant traditional beliefs, values and practices.
- Facilitate correctional programs that address criminogenic needs of inmates.
- Conduct assessments to determine the offender's needs and offer appropriate solutions such as addictions referral to other resource agencies and/or recommendation for residential treatment program.
- Maintain an adequate system for the gathering and storage of confidential information on offenders through the use of Corrections Offender Management System (COMS).
- Maintain files and records on programs delivered in accordance with Corrections Policy and Procedures.
- Prepare pending release programs, in consultation with the offender and community agencies.
- Continually research best practices in the capacity of addictions programming.

2. To provide safe and secure custody, rehabilitation and reintegration of inmates.

- Follow and maintain institutional security procedures.
- Observe and assess inmate behavior and intervene when appropriate.
- Apply informal disciplinary action.
- Escort and transport inmates as required.
- Monitor, record and report inmate movement within and outside the facility.
- Collect data and write safety and security reports.
- Administer contraband control i.e. searches and frisks.

3. Responsible to develop working relationships with other staff, Elders and other community agencies to ensure coordination of services.

- Participate in formal and informal institutional and interdepartmental meetings.
- Seek Traditional Knowledge best practice initiatives by attending culturally relevant activities.
- Continually build traditional knowledge base, specific but not limited to the Indigenous populations of the NWT.
- Set up self-help groups within the institution such as AA support groups.
- Assist with the planning and implementation of treatment plans.

4. Perform other related duties to assist with the administration of the addictions program.

- Prepare and deliver addictions program information to the Warden.
- Maintain appropriate statistics of inmate and program information.



- Participate in meetings, committees and training sessions as required.
- Make recommendations to the Warden to improve procedures, services etc.
- Provide orientation to new employees, volunteers and support groups.

WORKING CONDITIONS

Physical Demands

Exposure to communicable diseases.

The incumbent will be required to spend time outdoors with the inmates

Environmental Conditions

Exposure to communicable diseases.

The incumbent will be required to spend time outdoors with the inmates

Sensory Demands

Assisting staff or assessing clients demands focused listening and visual skills.

Mental Demands

Work in secure custody

Social impact of work on private life

Work is mentally stressful because of its complexity and the need to communicate effectively with inmates.

On occasion, the incumbent may receive verbal abuse, therefore patience, tact and sound judgement are required as well as use on non-violent crisis intervention techniques.

Incumbent will also deal with cultural differences and language barriers.

Incumbent may also be exposed to disturbing situations such as grief and loss issues and suicide etc.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the broad scope of addictions and addiction counseling methods in an Aboriginal setting.
- Knowledge of residential school system, intergenerational trauma and trauma informed care.
- Knowledge addictions models (abstinence model and harm reduction model).
- Knowledge of the Correctional System.
- Interpersonal skills and the ability to effectively communicate both verbally and in writing in a cross cultural setting.
- Ability to organize and facilitate individual and group counseling services and therapeutic interventions in a cross cultural environment.
- Ability to work as a team member as well as be self-directed, meet deadlines, prioritize workloads and manage several tasks at once.
- Ability to operate a desktop computer with basic software packages, including email, excel,

Microsoft office and the Corrections Offender Management System (COMS).

- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A diploma in a Social Science related field and 2 years of experience in an addictions related field or a certificate in addictions counseling and 3 years of experience in an addictions related field.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Incumbent must be First Aid and CPR certified and possess a class 4 driver's license.

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred