

Job Posting

#24.176 Intake and Discharge Coordinator

New Roads

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and directing our work.

Position Overview:

This position provides assessment, intake, and discharge planning for residents in the New Roads Therapeutic Recovery Community. Using the tools of the Therapeutic Community Model, the New Roads Intake and Discharge Coordinator interviews and assesses participant suitability, supports the residents in identifying, establishing, and achieving realistic goals while promoting community as method.

The Intake and Discharge Coordinator, under the supervision of the Manager of New Roads, participates in program development, implementation, and evaluation strategies. The position is the liaisons with Correctional Services and acts as an identified contact for New Roads program to other professionals.

Duties and Responsibilities:

- Respond to intake inquiries
- Perform clinical assessments and present applicants to clinical team
- Correspond with referral sources, family members and other treatment providers
- Case management duties as they relate to corrections process and intake management
- Coordinate with Vancouver Island Regional Correctional Centre and Island Health regarding treatment applicants and placements
- Conduct meet and greets with prospective residents and referral agents
- Community outreach as appropriate, including hospitals, detox, and stabilization
- Attend Morning, Evening, and Celebration and House meetings per schedule



Hope and Belonging

- Participate in staff meetings and case conferences
- Role model behavioral expectations of dress, daily work habits, interpersonal communication, positive attitudes, temperament, emotional self-management, and adherence to facility rules
- Promote use of the community by utilizing behavioral reinforcers and extinguishers
- Complete and maintain related records and documentation such as intake and discharge recording/charting, resident files, progress reports, statistics, and logs in accordance with policy and procedures
- Supervise the Continuing Care Coordinator position
- Performs other related duties as assigned

Skills and Abilities:

- Establish and maintain a therapeutic rapport with residents
- Ability to work collaboratively with interdisciplinary teams
- Advanced critical analyses skills with the ability to assess situations based on individual resident's needs, family needs, program needs, and Society Policy
- Display advanced organizational and time management skills
- Ability to observe residents, assesses potential behavior changes and address appropriately as required
- Advocacy skills for services based on individual levels of competence and emotional state
- Communicate effectively, both verbally and in writing
- Work independently and in cooperation with others
- Computer skills including Microsoft Teams, Outlook, Word, Excel, and database
- Knowledge of community resources

Qualifications:

Education and Knowledge:

- Degree in a related health or counselling discipline.
- Knowledge of the Therapeutic Recovery Model.

Training and Experience:

- A minimum of three (3) years of experience in a recovery environment or an equivalent combination of education, training, and experience.
- Class 5 Driver's license

Working Conditions

Shifts: Monday to Friday, 8am – 4pm (40 Hours per week).

Compensation: \$40.07 - \$50.65 per hour.

Benefits: Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.



Hope and Belonging

This position requires union membership.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3:00 p.m. Tuesday, December 10th, 2024 to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #24.176 – Intake and Discharge Coordinator – New Roads" in the subject line.

****Only open to self-identifying female applicants as approved by the BC Human Rights Commission****

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.