

Employment Opportunity - Posting

The Salvation Army - Vancouver Harbour Light



Giving
Hope
Today

Job Title:	Treatment Intake Counsellor	Competition #:	
Ministry Unit/Dept:	Vancouver Harbour Light	Status:	Relief / Casual
Salary Range:	In accordance with collective agreement and educational qualifications	Date Posted:	October 20, 2020
Address:	119 East Cordova Street	Posting Expires:	Open until filled
Applications Accepted By:			
Fax or E-mail: hr@harbourlightbc.com Attention: <p style="text-align: center;">Please no phone calls.</p>		Mail:	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement 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.</p> <p>Harbour Light exists to restore hope and promote recovery in Vancouver's downtown eastside.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone's worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
POSITION PURPOSE SUMMARY:			
<p>The Intake Counsellor interviews and screens potential clients, determines client suitability and undertakes intake functions.</p>			
BASIC FUNCTIONS/RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Takes responsibility for routine intake processes and decisions, by following standard procedures and policy • Coordinates intake with the counselling team; attends case management meetings to report on new intakes • Liaises with referral sources and other external agencies as needed • Works with, and fosters positive relations with, government and community funders to ensure funding is in place • Conducts comprehensive program orientation for all clients/residents • Maintains statistical information for the Treatment Program • Facilitates the transition of clients from pre-treatment to treatment • Liaises with pharmacy and ordering of client medications as needed • Maintains records of client medications 			

- Dispenses medication to Harbour Light clients as necessary
- Completes discharge reports and coordinates client room maintenance
- Works closely with practicum students and volunteers
- Other duties as set out in the Job Description.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

**NOTE: For some jobs, you may be required to provide validated educational documentation.*

Education/Certifications:

- Minimum two years of community college in a related field.
- Current certification in First Aid/CPR (or willing to be trained)
- Criminal Record Review Program clearance

Experience:

- One year of related experience in social services
- A working knowledge of substance addictions, homelessness and poverty issues and practical knowledge of life skills.

Required Skills/Knowledge:

- Willingness to adhere to the Mission and values of The Salvation Army.
- Ability to conduct group discussions.
- Strong written and verbal communication skills, organization and administration skills, with strong computer skills and proficiency in Microsoft Office.
- Willingness to work in a drug and alcohol free environment with zero tolerance policy.
- Qualify for and be willing to obtain enhanced security clearance.

PREFERRED SKILLS/CAPABILITIES:

- Detail-oriented with a high level of accuracy and document creation
- Ability to prioritize and manage multiple tasks and a variety of demands in a fast-paced environment
- Flexible, self-motivated, adaptable

Successful candidates, prior to hiring, may be required to provide:

- A valid Class 5 (or higher) BC Driver's License and a clean driver's abstract
- Criminal Record Review Program clearance
- Completion of our online Armatus Abuse Training and required Health and Safety training

HOURS: On call/varies

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.

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