



# South Coast Wellness

## Addiction and Mental Health

76 Victoria St., Simcoe, ON N3Y 1L5  
Toll Free: 1-877-909-4357 Ph: 519-587-4658  
110 Ramsey Dr., Dunnville, ON N1A 1K8

<b>POSTING NUMBER:</b> 2024-23	<b>POSTING DATE:</b> August 13 <sup>th</sup> , 2024	<b>RATE OF PAY:</b> \$21.50-\$29.00
<b>POSITION TITLE:</b> Program Assistant	<b>PROGRAM:</b> Resources for Hope	<b>POSITION STATUS:</b> Full Time
<b>REPORTS TO:</b> Clinical Service Manager	<b>EMPLOYEE GROUP:</b> Non-Union	<b>HOURS OF WORK:</b> 35 hours per week
<b>LOCATION:</b> Resources for Hope		

### **QUALIFICATIONS:**

- Diploma in Social Services with a valid membership the Ontario College of Social Workers and Social Service Workers
- Personal, lived experience with mental health and/or addictions, willing to self-identify and share experience of recovery.
- Successful completion of Peer Support training program (OPDI or recognized program) – or willing to train.
- Understanding of Recovery Model and ability to apply model in the delivery of supports and services.
- Ability to role model competency in recovery and ongoing coping skills, maturity, gained through life experience.
- Assess and manage risk safely and effectively.
- Current first aid / CPR training or willing to obtain.
- ASIST trained or willing to obtain.
- Knowledge of community resources and systems
- Willingness to work flexible hours.
- Valid class G driver's licence.
- Provide a recent driver's abstract and eligible to be insured under CAMHS vehicle insurance policy.
- Competency in standard corporate software (Microsoft Office – Word, Excel, Outlook), capabilities in data entries and searches
- Excellent interpersonal and organizational skills
- Strong time management skills and ability to communicate effectively.
- Critical thinking and problem-solving skills
- Professional verbal and written communication skills
- Ability to work independently and collaboratively as part of a multi-disciplinary team and other agencies in the community.
- Basic understanding of all relevant legislation including PHIPA

### **RESPONSIBILITIES:** (Duties include, but are not limited to)

- Facilitation and participation in the daily operations of the mental health drop-in program(s)
- Provision of Peer Support, education, coaching, and mentoring with individuals on a one-to-one and/or in group situations
- Support and guide individuals and groups regarding activities of daily living
- Development, organization, and leadership of individual and group social/recreational and psychoeducational activities/groups
- Expected to drive company vehicle as required for programming within community.
- Participate in the development, promotion and delivery of community outreach and education events.
- Maintenance of applicable program statistics
- Support student learning
- Awareness and participation in local community and regional partnerships
- Participation in mandatory training
- Availability to work occasional evenings and weekends.



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### **TO APPLY:**

- Submit a cover letter and updated resume via email to [resumes24@southcoastwellness.org](mailto:resumes24@southcoastwellness.org)
- All submissions must include the Posting Number and position title in the Email Subject line to be considered

### **POSTING CLOSING DATES:**

**Internal Candidates:** August 20<sup>th</sup>, 2024

**External Candidates:** UNTIL FILLED

*All positions will comply and work in conjunction with the Mission, Vision, Goals and Objectives of South Coast Wellness  
Addiction and Mental Health*

***“Serving Haldimand and Norfolk Counties”***

In order to ensure equal opportunities during the recruitment and selection process, South Coast Wellness provides accommodations for applicants with disabilities, upon request.

South Coast Wellness THANKS ALL APPLICANTS FOR THEIR INTEREST.  
PLEASE NOTE, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED