



<https://onionlakehealth.org/careers/admissions-coordinator-detox-centre/>

Admissions Coordinator – Detox Centre

Description

As a first point of contact for clients and referral sources, the Admissions Administrator provides effective communication for available programs and offerings at Onion Lake Detox Centre (OLDC) for treatment and recovery. This position is responsible for providing clients, family members, and referrals an overview of services and program information. Working closely with the Program Manager, the Admissions Administrator ensures correspondence is maintained for clients entering treatment and program.

Reports to: Program Manager

Responsibilities

- Answers calls for individuals interested in treatment and discusses treatment option available at OLDC.
- Forwards admission application to clients and/or referrals and assists with completion as required.
- Facilitates a smooth transition for clients entering treatment and program.
- Verifies client room assignment with Program Manager prior to client admission.
- Provides information to potential clients regarding intake procedures.
- Obtains necessary documentation and paperwork for client intake. Prep file paperwork to be handed off to nursing.
- Meets regularly with the Nurse Practitioner and Clinical Manager to ensure client applications are medically fit for treatment.
- Complete call reports for program/detox and forwards information to Admissions Manager for monthly tallies.
- Obtains pertinent information from clients and/or family members, referral sources and appropriate government agencies for client files.
- Ensures documentation is administered and recorded in compliance with agency and legislative standards.
- Provides complete and accurate documentation on the internal database.
- Provides all family program literature to participants and hands off files to counselling manager.
- Provides appropriate referral sources to clients and family members including crisis intervention as required.
- Meets incoming clients to ensure smooth transition of care to medical team.

Qualifications

Post Secondary bachelor's degree in the Social Sciences or a two-year Diploma in Social Sciences combined with one to two years of experience an asset.

- Strong interpersonal skills, high level of confidentiality, and excellent conflict resolution skills.
- Sound knowledge of addiction, recovery and the 12 Step Treatment Model.
- Suicide Intervention Training (ASIST, CISM or SPRAM Training) an asset.

Hiring organization

OLHBI

Employment Type

Full-time

- Demonstrated ability to assist clients and family members with concern and empathy.
- Effective written and verbal communication skills.
- Valid Driver's License, Driver's Abstract, Criminal Record Check and Vulnerable Sector Check.

Contacts**DEADLINE DATE: October 4, 2024**

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to: Human Resources

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