



<https://onionlakehealth.org/careers/coordinator-3/>

Coordinator

Description

The Post-Treatment Coordinator oversees the daily operations, providing leadership and coordination within a Culturally Safe, Trauma-informed, and community-centered environment. Post-Treatment Coordinator oversees the transition, stabilization, and long-term recovery support for individuals completing inpatient or intensive addictions treatment. This role focuses on minimizing relapses, providing ongoing therapeutic support, and connecting clients with community resources.

Responsibilities

- Responsible for the hiring, training, supervision, promotion, discipline, and termination of employees, providing regular, on-going feedback and timely evaluations.
- Coordinate daily shelter operations including inventory of supplies, admissions, discharges, bed management, and facility safety.
- Provide emergency consultation to staff.
- Carry out a daily inspection of the shelter.
- Designing and implementing aftercare programs, including relapse prevention strategies, sober living support, and continuing care plans.
- Knowledgeable of and working with community agencies and referral sources.
- Manage intake/discharge processes.
- Maintain accurate client records, incident reports, and confidentiality standards.
- Ensuring that intake, assessment, case reviews, group sessions, recordings and data collection are achieved effectively and in a timely manner by employees on a consistent basis.
- Providing written reports as requested to the Director of Clinical Services and Facility Manager.
- Assist the Facility Manager with the preparation of the annual budget.
- Foster a team environment rooted in compassion, accountability, culturally and ethically safe practices.
- Adhere to guidelines established in the Policy & Procedure Manual.
- Must always use discretion and good judgment to ensure the good reputation of the organization.

Qualifications

- Post-secondary diploma/degree in Addictions and/or management; or equivalent; or a combination of experience and training.
- 2-4 years' experience in management.
- Strong understanding of First Nations Culture, History and Traditions.
- Strong understanding of the treatment and recovery processes.
- Previous experience working in a First Nations environment.
- Knowledge of decision-making techniques, skill in mediating disputes, conflicts and grievances.
- Knowledge of fiscal and budgeting practices and procedures.

Hiring organization

OLHBI

Employment Type

Full-time

Date posted

05/05/2026

Valid through

26.05.2026

- Excellent verbal, written and presentation skills.
- Must have a strong working knowledge of MS office programs.
- Excellent teamwork and team building skills.

Contacts**DEADLINE DATE: May 26, 2026**

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 Supervisory references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Attention to: Human Resources

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