



<https://onionlakehealth.org/careers/detox-and-rehabilitation-manager-onion-lake-healing-and-wellness/>

Detox Manager – Onion Lake Healing and Wellness

Hiring organization
OLHBI

Description

The **DETOX MANAGER** reports directly to the Associate Director or Alternate. This position oversees the operations of Onion Lake Detox and Rehabilitation Centre programs and ensures goals and objectives are met. The Detox Manager provides leadership in development, implementation and evaluation of programs and support/supervise program staff in program delivery. The Detox Manager monitors, manages, and oversees the planning, coordination and administration of Onion Lake Detox Centre and ensures adherence to OLHBI policies and procedures.

Employment Type
Full-time

Responsibilities

- Plan, organize, direct, and control the long term, general and day-to-day operations, administration and facilities management of the Centre providing services directly or through the supervisor.
- Ensure the policy and procedural guidelines governing the activities of the organization are maintained in accordance with the Board's direction.
- Actively promote the philosophy, goals, and objectives of the Centre by ensuring appropriate public awareness activities are initiated.
- Responsible for ensuring that sound accounting administrative practices and controls are adhered to.
- Responsible for the operation of the Centre within the financial controls and reports established by the Board and approved budget.
- Ensure that research and planning in relation to the program is performed according to the requirements of full standards for addiction treatment.
- Ensure the development of treatment plans for each client for the time of residency.
- Ensure proper maintenance and confidentiality of the case record on each client.
- Supervise operation of the treatment team, determine priorities, evaluate results, assign duties and schedules, attend regular staff meetings.
- Ensure clients documentation and confidentiality is maintained in accordance with established standards.
- Review annual work plan, financial operating plan and authorize payments.
- Recommend review and/or approve all disciplinary actions and reviews and decide any grievances regarding the violation of client and/or staff rights.

Qualifications

- Graduation from a recognized college or university with a degree or equivalent in social work, psychology, sociology and addictions or related field: or any combination of training and experience which provides the required knowledge, abilities, and skills.
- Minimum of two (2) years sobriety
- Must possess a current First Aid and CPR Certificate
- Must possess a valid driver's license and submit a driver's abstract
- Provide a criminal and Child Welfare information System (CWIS)
- Ability to speak a First Nation language would be an asset.

- Knowledge of First Nations culture and traditions would be an asset.
- Willingness to take training as required.
- Must maintain client confidentiality.
- Must produce negative test results of alcohol and drug test.
- Possessing a current certificate in the field of addictions treatment will be a definite asset.
- Excellent presentation, public relations, oral, written, and interpersonal communications skills
- Demonstrated teamwork, leadership, managerial and administrative skills.
- Well-developed planning organizing, controlling and negotiation, bargaining and decision-making skills.
- Ability to deal tactfully with sensitive client issues.
- Must possess the ability to function independently and frequently under pressure while managing projects and deadlines including effectively managing crisis or emergencies while respecting operating policies and procedure as determined by the Treatment Centre
- Act as a positive role model for staff, clients, and the community at large.
- strong Knowledge of First Nations culture, practices, and traditions.

Contacts

DEADLINE DATE: November 15, 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

Phone: (306) 344-2330 ext. 2238

Fax: (306) 344-2357

E-Mail: careers@onionlakehealth.org

Mail: PO Box 70 Onion Lake, SK S0M 2E0