



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

Program Coordinator

Description

The Program Coordinator will be responsible for the day-to-day operations of the Ekweskeet Detox and Treatment Program and the day-to-day activities in the program. Maintain relationships with community partners – specifically as it relates to referral and aftercare. Will coordinate the program as per required Accreditation standards for the health and safety of the clients. Preparing all the necessary reports as per the Manager's request – financial and program reporting. Provide leadership to staff and ensure cultural programming is robust and appropriate. Provide updates, reports, as required and requested by the Program Manager.

Responsibilities

- Assist with preparing DRAFT operational and capital budget for Ekweskeet Detox and Treatment Program.
- Assist with ensuring expenses are in alignment with specific line items in approved budget.
- Will assist in providing monthly reporting of the revenue and expenditures of the Ekweskeet Treatment Program.
- Assist in establishing the annual workplan for Ekweskeet Treatment Program. Ensure alignment with the Detox Program.
- Follow up with staff to train, support and elevate day-to-day Program operations including gaps in staffing, daily communication logs, contact notes, progress reports and client files are updated according to policies, procedures and funding agreements.
- Ensure that all recommendations from Accreditation are implemented with the support of the Program Manager.
- Provide DRAFT quarterly reports for FNIH to the Manager prior to due date.
- Participate and make recommendations during annual review of Ekweskeet Treatment Program Policy and Procedures.
- Provide ongoing guidance and support to staff and conflict resolution for staff and clients when necessary.
- Suggest and source staff training and in-services, i.e. Anger Management, Group Work, etc., to the Program Manager.
- Provide input for staff performance evaluations.
- Ensure ASW daily checklists are completed.
- Providing supervision in the evenings.
- Ensure ongoing training on Safety and Emergency procedures for Ekweskeet Treatment Program.
- Support employees in orientation and adherence to their job descriptions, and on any revisions or amendments in Ekweskeet Policy and Procedures manual.
- Assist in arranging transportation for clients as required i.e. recreational etc.

Hiring organization

OLHBI

Employment Type

Full-time

Date posted

26/08/2026

- Ensure appointments are made for clients when other resources are required.
- Ensure the program accommodates the client's needs.
- Ensure the Ekweskeet Detox and Treatment Programs are being implemented.
- Ensuring each client is orientated and knowledgeable on client policies and procedures, "House Rules", and safety and emergency procedures.
- Ensuring communication is maintained with the client's referral agency.
- Assist in advocating for clients, when necessary, i.e. Child welfare, law, etc.

Qualifications

- Working experience with First Nation people with an understanding of the particular social and economic issues encountered by First Nation people.
- Strong, organizational, written and oral communication skills.
- Bachelor's degree in psychology or social work.
- Strong understanding of First Nations Culture, History and Traditions.
- Willing to take part in the Emergency Response Operations.
- Previous experience in Accreditation would be an asset.
- Must be willing to work flexible hours.
- Basic counselling skills typically obtained through a diploma in addictions studies or University degree in counselling, addictions, psychology or human services.
- Working knowledge of culturally sensitive interventions and capacity to establish therapeutic relationships keeping clear boundaries.
- Awareness and knowledge of the impact of the Residential School Experience.
- A minimum of 4 years of experience in the human services field with adults.
- SASSI-4 Administration, Scoring and Interpretation Certificate.
- Maintains certification as International Alcohol and Drug Counsellor with the Canadian Addictions Counsellors Certification Federation, or willingness to initiate the Certification process within 90 days of employment.
- Up-to-date Suicide Intervention Skills Training, First Aid, CPR, and Non-Violent Crisis Intervention.
- Computer literacy (e.g. Outlook, teams, social media, soft file management).
- Must know 12 core functions of an Addictions Counsellor.
- Freedom from use of all controlled substances and a minimum of two (2) years of sobriety.
- Willingness to abstain completely from alcohol and psychoactive drugs while employed at Ekweskeet Healing Lodge.
- Fluency in the Cree language is a strong asset.
- Valid Driver's License, Driver's abstract, Criminal Record Check and Vulnerable Sector Check.

Contacts

DEADLINE DATE: Until filled

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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