



# Anishnawbe Health Toronto

*Our mission: to improve the health and wellbeing of Aboriginal People in spirit, mind, emotion, and body by providing Traditional Healing within a multidisciplinary health care model.*

## EMPLOYMENT OPPORTUNITY Coordinator, Addiction Medicine

Permanent Full Time Position



Anishnawbe Health Toronto is a fully accredited community health centre which offers access to health care practitioners from many disciplines including Traditional Healers, Elders and Medicine People. We are recruiting a **Coordinator, Addiction Medicine program** which uses a treatment model integrating addiction medicine with Traditional healing and comprehensive, long-term care. Successful candidate will join our multidisciplinary team which addresses the social determinants of health. in our Addiction Medicine Programme.

We have broken ground for our new home of Anishnawbe Health Toronto, an Indigenous Hub in the West Don Lands. We expect to be completed in the spring of 2023. Join our dynamic team and the exciting programs and services offered at AHT and our collective work to support the reclamation of culture and identity.

### Duties & Responsibilities:

- Work with AHT leadership to provide financial oversight for the program
- Coordinate service provision to clients who are seeking rapid addiction medicine care both on-site and through the Mobile RAAM Service
- Establish and maintain the Mobile RAAM Service schedule
- Provide orientation and training for new staff re EMR and best practices used to support client care.
- Participate in recruitment interview process
- Track and coordinate staff scheduling in order to ensure consistent service coverage
- Organize and facilitate educational and training workshops for employees of AHT and external organizations
- Monitor and facilitate administrative activities for the program on a day-to-day basis including statistical data and expenditures
- Prepare quarterly and annual reports and work with Mental Health and Addictions Unit manager on grant writing
- Coordinate evaluations of the Rapid Access Addiction Medicine Clinic and other aspects of the program
- Oversee communications, purchasing, and record-keeping for the program

- Develop and maintain good working relationships with external organizations that contribute to the health and wellbeing of clients

### **Qualifications & Experience:**

- Minimum of two (2) years of experience working in an outpatient addiction & mental health setting
- Experience in service delivery to the urban Aboriginal community required
- Experience with referring and assisting clients presenting with opioid and alcohol dependence as well as other drug use
- Respect for and some understanding of Traditional healing and willingness to learn
- Experience and knowledge with the range of services necessary to supporting Aboriginal people who are street affected and drug/alcohol dependent (i.e., primary care service, • psychiatric care, etc.)
- Demonstrated clinical knowledge and experience in the area of substance use
- Knowledge of RAAM and the addiction medicine pharmaceutical response to opioid dependence disorder and alcohol dependence
- Knowledge of harm-reduction approaches and trauma-informed care
- Experience in keeping accurate clinical, operational, and statistical information
- Experience and understanding of working with family dynamics
- Experience working with clients with concurrent disorders
- Ability to work independently as well as, collaborate with a multi-disciplinary team • Demonstrated and effective organizational, interpersonal and communication skills (written & oral)
- Administrative experience in a medical and/or social service environment
- Experience with budget management, database maintenance, project coordination, and program development
- Well-developed organizational, analytical, problem-solving, and interpersonal skills
- Strong communication, networking, presentation and writing skills
- An understanding of the social determinants of health and other issues relevant to Aboriginal communities in Toronto; Valid Ontario Driver's License is an asset

**How to Apply:** Please submit your cover letter and resume by email to [recruitment@aht.ca](mailto:recruitment@aht.ca), in a single document, with your name and "Coordinator" in the subject line. If you have questions about the process, please call 416-920-2605 x.332

### **CLOSING DATE: Open Until Filled**

Anishnawbe Health Toronto offers a competitive salary, a comprehensive benefits package, a commitment to your professional development and a supportive workplace environment.

**Applicants who self-identify as Aboriginal and meet the requirements of the job posting will be given first consideration in the hiring process**

*Anishnawbe Health Toronto is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Aboriginal persons, visible minority group members, women, persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.*

(If you are invited for an interview and require accommodation, please let us know)  
*Meegwetch to all applicants, however, only those selected for an interview will be contacted.*