

**EMPLOYMENT OPPORTUNITY**

**Intake Outreach Coordinator**

**Permanent Full Time Position**

**Under the direction of the Executive Director, the Intake Outreach Worker acts as the primary contact person to all incoming service requests and is an integral member of the Treatment Team. The primary responsibility of this position is to manage the day-to-day operations of the intake process for all clients ensuring the provision of evidence informed holistic Addictions Treatment Services.**

**QUALIFICATIONS:**

* **Prior education/experience in addictions recovery**
* **Experience working with a variety of data collection programs**
* **Experience working with First Nation communities**
* **Knowledge of Cultural principles and practices**
* **Experience in facilitating education/information sessions**
* **Must possess excellent oral and written skills**
* **Proficiency with operating Microsoft Word and Excel**
* **Ability to speak/understand Cree is a definite asset**
* **Ability to maintain a high degree of confidentiality**
* **Valid Class “G” Driver’s License is mandatory**
* **Must provide criminal record check with resume (CPIC)**
* **Must abstain from substance abuse**

**Salary:** As per Contribution Agreement

**DEADLINE: Until position is filled**

**Please mail or email resumes marked “Confidential” to:**

**Sagashtawao Healing Lodge**

**P.O. Box 99**

**Moosonee, Ontario P0L 1Y0**

**email address: admin.support@sagashtawao.ca**

**Phone: 705-336-3450**

**We thank all applicants, however, only those considered for an interview will be contacted.**