

**Position:** Back on Track Facilitator (for Ontario's Remedial Measures Program for Impaired Drivers)

### **Position Summary**

The Back on Track program is a provincially mandated program for convicted impaired drivers and for drivers charged with two or more provincial alcohol and/or drug-related suspensions. The program is overseen by the Centre for Addictions and Mental Health and operated locally through Addiction Services of Thames Valley.

In this role, the Back on Track Facilitator is responsible for providing all aspects of the remedial measures program including the assessment, education & treatment sessions and the follow up.

The Facilitator needs to have a thorough understanding of the current legislation as it relates to impaired driving and prohibitions and the guidelines from the Ministry of Transportation with respect to suspensions, license reinstatement processes and interlock conditions.

### **Details of Position & Hours of Work**

- Immediate start
- Full-time permanent
- 35 hours/week
- Variable hours includes evenings & weekends
- Schedule may vary according to client and program needs

### **Compensation**

- To be determined
- Health and dental benefit eligibility after 3 months
- Healthcare of Ontario Pension Plan (HOOPP)
- 19 days' vacation to start

### **Duties & Responsibilities**

Intake, Information and Referral:

- Appropriately screen individuals for the remedial measures program
- Follow up with clients and be able to answer questions regarding their next steps in the process
- Provide services in person, virtually via videoconferencing or telephone about the Back on Track program

Assessment, Education and Treatment Function:

- Utilize the standardized provincial assessment to determine a client's suitability for services and to determine if education or treatment sessions are required

- Provide education to clients regarding a variety of coping techniques and strategies to avoid future impaired driving
- Provide education and deliver presentations to community
- Follow up with clients after the completion of the education and treatment programs to assist in the completion of the 6-month follow up.

#### Documentation:

- Create and maintain accurate, up-to-date, comprehensive client records
- Follow the standards of documentation as outlined by ADSTV, and your regulated profession
- Provide the required documentation to clients in a timely manner to ensure deadlines are met

#### Administration Duties/Teamwork:

- Manage indirect services and administrative duties.
- Maintain awareness of and adherence to ADSTV policies and protocols
- Attend and actively participate in team meetings and case conferencing meetings where appropriate
- Attend ADSTV site meetings; Annual General Meeting and periodically scheduled strategic planning and team building events
- Assist with the orientation and training of new agency staff and interns/students as appropriate
- Support and participate in the quality enhancement activities of the team and agency
- Contribute to a positive team environment

#### Other:

- Become certified to conduct medical reviews for convicted impaired drivers after completion of Back on Track services
- Provide EAP services to fee-for-service clients
- Provide virtual service provision during COVID-19 as needed

#### **Knowledge, Skills, Abilities, Other Requirements**

- Post- secondary education in a related field: adult education, BSW or post-graduate diploma in addiction or equivalent required
- Registration with an appropriate college required
- A clear Criminal Records Check is a condition of employment
- Valid 'G' driver's license and proof of current automobile insurance required
- Access to a reliable vehicle required
- Current knowledge of impaired driving legislation
- Current knowledge of Ministry of Transportation guidelines with respect to reinstatement of driver's licenses
- Proficient knowledge of Blood Alcohol Concentration/Levels
- Dynamic presentation skills with clinical background of issues related to addiction
- Proficiency with computers, smart phones, variety of software programs including presentation technology and virtual technology
- Current First Aid/CPR and CPI certification preferred
- ASIST training preferred
- Minimum 3 years clinical work experience ideally in substance abuse assessment and treatment including intake and crisis services
- Proficiency in French – verbal and written – preferred

## **Working Conditions**

- Working alone
- Co-facilitation of virtual treatment and education groups
- Exposure to emotionally strenuous situations
- Travel within the Thames Valley area
- Working with individuals who may have a history of trauma and/or being aggressive
- May be exposed to infectious and communicable diseases
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required
- Moderate physical activity including walking, standing, sitting, lifting

**PLEASE SUBMIT RESUME, COVER LETTER INCLUDING SALARY EXPECTATIONS IN CONFIDENCE BY**

**November 26, 2020 to:**

ADSTV

[employment@adstv.on.ca](mailto:employment@adstv.on.ca)

**Please indicate the position you are applying to in the subject line.**

ADSTV is an inclusive employer and encourages applications from Indigenous persons, women, persons with disabilities and members of visible minorities

If you require a disability-related accommodation during this process, please inform us of any required accommodations needed.

Preference will be given to candidates who are proficient in both official languages of Canada and who meet all job requirements.

Préférence sera accordée aux candidats qui sont compétents dans les deux langues officielles du Canada et qui satisfont à toutes les exigences de l'emploi.

We thank all applicants for their interest but regret only those selected for an interview will be acknowledged.

***No phone calls please.***