



NISGA'A TS'AMIKS VANCOUVER SOCIETY
3983 Dumfries Street, Vancouver BC V5N 5R3
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Job Opportunity

Outreach Intake Assistant

Term Position – Nisga'a Ts'amiks Vancouver Society (NTVS)

Closing Date: June 17, 2022 at 4:00 PM

PURPOSE:

This project is primarily about two themes: 1) increasing connectivity to support services through various methods (cultural, family, increased touchpoints) and 2) providing additional supports in the transitory time of COVID-19 pandemic recovery.

The Outreach Intake Assistant works with Outreach staff in coordinating and directing substance abuse and addiction services in metro Vancouver, Nanaimo and Victoria as well as outreach reaching home funding.

The Role:

- Assisting clients and ensuring consistent follow up with addictions treatment and recovery plans.
- Supporting individuals in activities related to housing stability.
- Assisting program staff to connect clients to community resources and supports.
- Assisting with various forms of community outreach to promote employment service programming (virtual and in person)
- Collaborate with program staff, employment services and marketing department to create engaging content for social media presence
- Attend information sessions and community networking events in promoting our services
- Incorporate appropriate marketing strategies based on community needs and research findings
- Prepare and update outreach support materials including flyers, posters, email blasts and other promotional materials
- Assist with project and program staff on messaging and outreach plans
- Support project-specific outreach deliverables to ensure alignment with overall department goals and objectives
- Assist in development and deliver highly engaging presentations to potential program participants and/or their case workers
- Maintain a list of community resources for internal and external referrals
- Record and track all required data related to marketing and outreach activities
- Perform other duties as appropriate and assigned

Qualifications:

- College Certificate, Diploma or bachelor's degree with a focus on addictions, and experience in addictions or mental health services. Certification with CCACF is considered an asset.

Skills and Abilities

- The successful candidate will have experience working with individuals with serious mental illness, addictions or other special needs. Knowledge of concurrent disorders and knowledge of various addiction treatments/theories is required. Must demonstrate a warm, sensitive, and caring approach, the ability to work within a team, be flexible, organized, responsible, and take initiative. Must have strong problem solving skills, be able to maintain good interpersonal relationships and have a genuine interest in supporting people living with mental illness. This individual works through a harm reduction lens and seeks to uphold the health and wellness of individuals as well as the community.

ACCOUNTABILITY: The Outreach Intake Assistant is accountable to the CEO.

Working Conditions

- The Outreach Intake Assistant works in an office environment, Monday to Friday, 9 am to 5 pm.
- The Outreach Intake Assistant will be required to work outside those hours from time to time.
- Occasional travel is required outside usual office hours.

Preference may be given to qualified Aboriginal candidates per Section 41 of the Human Rights Code. Please forward a copy of your resume with cover letter to:

Attention: **Anthony Robinson** - NTVS CEO (ceo@tsamiks.com)
Or by FAX: 604-646-4955

Note: *Only those who meet the criteria and have been screened through for an interview will be contacted.*