

## **Hamilton Regional Indian Centre External Employment Opportunity *Posted until filled***

---

The Hamilton Regional Indian Centre is currently accepting applications for the position of **Indigenous Drug and Alcohol Program Coordinator**.

The Hamilton Regional Indian Centre (HRIC) is a large Indigenous not for profit organization. We are culturally based, community focused, and committed to driving positive change for the community. As a staff member of HRIC you will have opportunity for professional growth, access to Elders and Traditional Knowledge Keepers, and a generous benefit package. We strive to uphold pre-colonial management and policy structure, while being supportive and maintaining a positive work atmosphere.

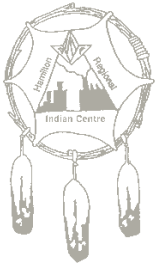
The Drug and Alcohol Program Coordinator under the direction of the Executive Director or Designate will ensure the development, implementation, and stability of the Indigenous Drug and Alcohol program, by meeting the local area drug and alcohol program promotion, prevention, and treatment needs.

### **Job Requirements:**

- 2-year College diploma in Indigenous Studies, Social Service work or a combination of relevant education and experience;
- 2-years' experience working in the field of addictions;
- Experience working in an Indigenous organization;
- Experience in program planning, development, implementation, facilitation, data collection and evaluation;
- Experience with case management;
- Knowledge of the importance of First Nations Language and Culture Traditions;
- Demonstrated ability to work collaboratively within the community and with a team of service providers;
- Awareness of Indigenous culture and history, with particular emphasis on the impacts of trauma;
- Demonstrated ability to build and maintain lasting working relationships;
- Ability to work flexible hours including some evenings and weekends;
- Proficiency in MS Office applications and other database applications- statistical and narrative reporting;
- Non-violent crisis intervention training and experience;
- First Aid/CPR and certification or be willing to be certified is an asset;
- Valid driver's licence with clear driving record is an asset; and,
- A clean Criminal Record Check with Vulnerable Sector Check (VSC).

**Hours of Operation:** Monday to Friday 8am to 8pm (8-hour shift within these hours of operation), occasional evenings/weekends

**SALARY:** \$51,345.00-\$57,050.00 per annum



## **Hamilton Regional Indian Centre External Employment Opportunity**

***Posted until filled***

---

The HRIC is a highly flexible organization offering additional compensation in accordance with current policies. This includes 7 paid personal emergency days, 5 paid cultural days, 4 paid holidays beyond mandatory Employment Standards, paid vacation, paid shutdown over the winter holiday week, and health benefits. HRIC employee group benefits program has mandatory enrollment for full time permanent employees; employees will be eligible to enroll upon the successful completion of their (3) three-month probationary period.

HRIC is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, HRIC will make accommodations available to applicants with disabilities upon request during the recruitment process.

HRIC strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, HRIC will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Since this position is engaged primarily in serving the interests of Indigenous people of Turtle Island, HRIC shall give preference to Indigenous people of Turtle Island who possess the requisite skill sets and experience.

HRIC does not currently use Artificial Intelligence (AI) in the screening of applications.

Please submit a cover letter, resume, 3 references to [jobs@hric.ca](mailto:jobs@hric.ca) or in an envelope marked **CONFIDENTIAL** to:

Human Resources  
Hamilton Regional Indian Centre  
34 Ottawa Street North, Hamilton, Ontario L8H 3Y7  
FAX: 905-548-0024