

**JOB OPPORTUNITY
CASE MANAGER, BACK ON TRACK
TEMPORARY PART-TIME
COMPETITION #2026-29**

Please submit a cover letter and resume referencing the competition # to:

CAREERS@LLGAMH.ca

Salary Range: \$32.59/hour - \$34.63/hour

Location: Brockville

Job Type: **Temporary** Part-time 0.50 FTE (37.5 hours bi-weekly) **(18 months)**

Shifts: Days 8:00 a.m. – 4:30 p.m.

Reports to: Clinical Manager

Back on Track is Ontario's alcohol education and treatment program for people who have been convicted of an impaired driving offence. The purpose of the program, mandated by the Ontario Ministry of Transportation, is for convicted impaired drivers to be assessed, educated/treated and subsequently reviewed six months after program completion. To get their Ontario driver license re-instated, convicted impaired drivers must complete all components of the BOT Program. LLGAMH is the local provider of the BOT Program.

Primary Responsibilities and Duties:

- Deliver education and psychoeducation to offenders in a group format
- Collect statistics
- Facilitate group sessions and provide individual support for participants and follow-up treatment on an individual basis if necessary, documenting as per program standards
- Contact participants to schedule their initial BOT assessment which determines enrolment in the BOT Education or Treatment Program
- Facilitate an 8-hour prepared Education Program to participants which includes topics outlined in the BOT Standards.
- Facilitate a 16-hour prepared Treatment Program to participants which includes topics outlined in the BOT Standards.
- Facilitate one follow-up interview six months after the completion of the Education or Treatment Program to reinforce strategies to avoid drinking and driving.

Internal applicants will be considered before external applicants. We thank all applicants for their expressed interest; however, only applicants selected for an interview will be contacted.

Qualifications:

Education, Training and Experience:

- Graduation from a recognized post-secondary institution, with a minimum two-year diploma, in a relevant, health-related discipline of study; University is preferred.
- Triton Security Clearance Certificate is required
- BOT training and experience is an asset
- Minimum of 2 year's experience working in adult mental health and addiction
- Experience facilitating groups is preferred
- Current First Aid and CPR certification required
- Course/workshop in concurrent disorders or equivalent (SMART Recovery Facilitator Training) preferred
- Certified Psychosocial Rehabilitation Recovery Practitioner (CPRRP) designation preferred
- Workshop in motivational interviewing preferred
- A valid Ontario Driver's Licence, access to a vehicle, and vehicle insurance with a minimum of \$2,000,000 liability.
- Demonstrated crisis intervention skills/experience
- Satisfactory Vulnerable Sector police records check
- Ability to work within Mental Health Act, Occupational Health & Safety Act, Ministry of Health and Long-Term Care guidelines, Psychosocial Rehabilitation Practitioner's Code of Ethics, Best Practices, LLGAMH program standards.

Skills and Abilities:

- Ability to work independently and interdependently
- Strong problem-solving abilities
- Requires analytical skills to gather and disseminate data from different sources
- Ability to adapt to changing environments
- Above average computer and keyboarding skills
- Ability to respond to crisis situations as they arise

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