



JOB POSTING: ADDICTION SERVICES CENTRAL ONTARIO

JOB POSTING 2026.03CFT

CARE COORDINATOR – Addictions Withdrawal Management Services
and providing support to other addictions medicine programming as needed

Maternity Leave Contract Full-time to May 28, 2027

Addiction Services Central Ontario (ASCO) is a charitable, community-based addiction and mental health services organization with its main office located in Aurora, Ontario and provides programs and services in York Region, South Simcoe and some parts of Toronto. Be sure to visit our website: <https://helpwithaddictions.ca>.

ASCO unites to support individuals to achieve their goals by offering hope and promoting well-being. Addiction Services Central Ontario takes pride in its passion for client service. Each day presents new opportunities to demonstrate leadership and expertise in addictions to the community. ASCO embraces a holistic, biological, psychological, social and spiritual approach to addiction. A holistic approach places the person at the centre. The agency uses a harm reduction approach in addiction treatment and equally respects individuals who choose abstinence or harm reduction. ASCO's three strategic priorities are: Develop Our People, Drive System Leadership in Integrated Care and Advance Clinical and Operational Excellence.

ASCO is seeking a motivated individual for the existing position of **Care Coordinator** supporting our Addictions Withdrawal Management Services (AWMS), RAAM, clinics and North York General Hospital referrals.

The Care Coordinator (a licensed Registered Nurse) will work with AWMS leadership to build upon addictions medicine services, specifically in the North York region, and potentially, in York Region and South Simcoe. This position will work closely with the Nurse Practitioner providing Addictions Consults at North York General Hospital (NYGH) to facilitate discharge to appropriate Rapid Access Addiction Medicine (RAAM) clinics or Community Clinics. The Care Coordinator will also be responsible for the coordination and management of the Mobile Rapid Access Addiction Medicine (M-RAAM) and will provide back-up support to the agency's Resource Nurse position when required, including M-RAAM duties and responsibilities. The Care Coordinator will also be integrated into ASCO's RAAM clinics as a primary nurse, as assigned by the AWMS leadership team.

The Care Coordinator will ensure smooth flow of clients between NYGH inpatient units and ASCO RAAM and Community Clinics, as well as M-RAAM, while also providing front-line nursing support when needed. This role will also help with implementation of new initiatives. With the evolving nature of Ontario's health system through the establishment of Ontario Health and Ontario Health Teams, this position will be involved in collaborating with other organizations to ensure a seamless transition of services for people being served where they are located.

The position to be filled is a Maternity leave contract Full-time position to May 28, 2027, for 35 hours per week, with a **minimum of two in-person shifts per week**. Two evenings per week and weekend work is also expected (i.e. some Saturdays). The hourly wage rate is \$35.45. This position is within the Bargaining Unit.

This position will be based out of the North York office, and reporting to the Assigned Supervisor.

ASCO is required to follow all public health and provincial directives as well as of those of our Ontario Health Team partners as related to the pandemic and other health issues that may come forward, including but not limited to vaccination requirements.

Why work at ASCO?

- 15 days' Vacation to start (accrued monthly); 4 weeks (accrued monthly) after one (1) year of continuous service
- HOOPP Pension Plan for Permanent Full-time and Part-time staff
- 3 Flex Days to be taken throughout the year
- 15 days' Paid Personal time (accrued monthly)
- Education Allowance provided up to \$300 per fiscal year
- 5 Education Days per fiscal year provided for personal and professional development
- Comprehensive Benefits package
- Employee Assistance Plan
- Various employer-paid training programs
- Mileage reimbursement when required
- Free on-site parking
- Perkopolis Membership available

Duties and Responsibilities include but are not limited to:

1. Client Care and Documentation

- Assessment, evaluation, planning and revision of client care.
- Provides support and acts as a resource to the nursing team, to improve client care.
- Maintains timely and comprehensive documentation of plans, summaries, client contacts and interventions and any other client issues in clients' files, including in agency databases and information management systems.
- Maintains clear and concise client records that are based upon facts and observations, avoiding opinion or subjective conclusions.
- Assists with reporting within the AWMS program.
- Travels to various ASCO clinic locations, as assigned
- Maintains all clinical records and reports consistent with agency protocols and regulations.
- Follows all health and safety policies and procedures as per our Health & Safety Program and actively maintains a healthy & safe work environment through both actions and words.
- Contributes to the overall professional appearance of work site.
- Functions in accordance with relevant professional standards of practice.
- Accepts direction from the Nurse Practitioner and Nursing Supervisors and provides feedback concerning client and service issues.
- Provides front-line nursing support when needed to fulfil work of RPN during absences, leaves, vacancies of an RPN and other front-line nursing support where required.
- Provides coverage and support for Resource Nurse as needed, including during absences and/or peak workflow periods
- Collaborates with Resource Nurse to ensure continuity of care, efficient task delegation and adherence to established workflows and clinical protocols
- Maintains workflow of daily responsibilities to support seamless operations and client care delivery across the nursing team.
- Follows proper reporting procedures for actual or potential accidents and/or incidents to ensure follow-up and prevention.
- Carries out Nurse Practitioner and Nursing Supervisor and/or physician orders accurately within the RN scope of practice.
- Identifies and reports irregularities in client care to the appropriate supervisor for next steps
- Records client status and treatments using the appropriate format.

- Ensures client care is provided with an Anti-Oppression and Anti-Racism (AOAR) framework and through an AOAR lens
- Acts in accordance with College of Nurses of Ontario professional standards of practice.
- Provides crisis intervention to clients when needed.

2. Leadership

- Ensures efficient client flow in AWMS, with a focus on ASCO's clinics in North York.
- Drives/operates and provides services on the M-RAAM, as required.
- Responsible for the coordination and management of all aspects of the M-RAAM as required
- Demonstrates positive work ethic, communication, and conflict resolution skills as an effective role model for the nursing and clinical team.
- Performs other duties and responsibilities as assigned by the Nurse Practitioner and Nursing Supervisor.
- Identifies and reports irregularities in client care to the appropriate supervisor for next steps.
- Acts as a point of contact to the nursing team regarding supports and resources available in the community.

3. Community Liaison

- Develops and maintains extensive knowledge of the supports and services in North York, York Region and surrounding areas.
- Establishes effective working relationships with hospitals, physicians, community mental health and addiction providers, and other community agencies and resources and helps clients to negotiate with services and engage in self-advocacy.
- Actively works with partner agencies and community professionals to develop and implement a treatment plan for each client.

4. Education

- Contributes to onboarding process and ongoing mentorship for RPNs and non-medical team, when required.
- Provides direction and supervision to RPN student placements, when required.
- Regularly updates professional knowledge through educational events, workshops, and profession related reading and training.
- Provides education to the nursing team as assigned by AWMS leadership.
- Understands a variety of learning techniques to best educate and assist the AWMS team.
- Other duties as assigned

Qualifications:

- Graduate of an accredited school of nursing required, RN License with College of Nurses of Ontario (CNO) required
- Proof of current CPR required
- CNA Certification in Psychiatric Mental Health Nursing, CPMHN(C), a definite asset.
- Two years of experience in mental health and/or addictions, a definite asset
- Knowledgeable regarding the nursing process and its application, including the assessment, planning, implementation, and evaluation of nursing care
- Ability to work in a harm reduction context.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- High degree of resourcefulness, flexibility and adaptability

- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons or facts
- Strong ethics, along with a commitment to client privacy
- Ability to work with a variety of client presenting situations, personalities and level of ability
- Able to work both on a team and independently.
- Demonstration of critical thinking and prioritization skills
- Demonstrated excellent interpersonal skills, and ability to work with multidisciplinary team, clients and family members
- A working knowledge of data management systems (TREAT preferred).
- Excellent organizational skills and able to work effectively in a fast-paced environment.
- Excellent English communication skills, both verbal and written
- The ability to provide services in French and any additional languages a definite asset
- A valid driver's license and access to an insured vehicle
- A successful Police Vulnerable Sector Check, as per agency policy and procedures

Please apply by sending your resume and cover letter detailing what interests you about this opportunity and experience you have that sets you apart from others.

Internal Applicants can apply by logging onto ADP, go to Myself > Talent > Career Centre.

External Applicants: [APPLY HERE](#)

Deadline to apply: Until filled.

The process we will undertake to recruit for this role includes:

- Initial screening of resumes and covering letters
- Those who are successful in moving through the initial screening process, will be asked to participate in a brief telephone interview.
- Those who are successful in the telephone interview will be asked to attend a face-to-face interview to gain a better understanding of the role, as well as, provide you the opportunity to discuss how your experience fits well with this opportunity.

We are an equal opportunity employer and welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code, and we encourage you to reflect upon the diversity you would bring to this role within your application. We are wholly committed to integration and to building a diverse, inclusive, accessible and respectful workplace where every employee has a voice and is given the opportunity to fully contribute, ensuring an equal employment environment without discrimination or harassment, while maintaining the independence of individuals and removing barriers to accessibility in the workplace. We remain committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other applicable legislation.

ASCO is committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous people, persons with disabilities, LGBTQ2 persons, and others who may contribute to the further diversification of ideas. Applicants who require special accommodation in order to complete their application/interview are encouraged to contact our HR representative of the accommodation measures required which will enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

WE WELCOME ALL APPLICATIONS, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED