

## **VOLUNTEER POSTING: Edmonton Drug Treatment Court**

**Volunteer Job Title:** Program Support

**Unit:** Edmonton Drug Treatment Court Service

**Time Commitment:** Minimum 3 hour shifts; mornings 8:30 to 11:30 a.m.

**Location of Volunteer Commitment:** Drug Court Office, 10010 – 105 street

**Main Purpose of Role:** The program is needing volunteers to support the staff with substance analysis administration and basic administrative duties.

### **Responsibilities:**

- Answer phones
- Filing documents
- Support administration of substance analysis process with clients

### **Qualifications**

- Must respect confidentiality and sensitivity of file information.
- Reliable and punctual with a proven ability to follow through on commitment.
- Understanding of the impact of addictions
- Be non- judgmental with respect to criminal lifestyle or history
- All EJHS Volunteers must complete a criminal record check, as well as a child intervention check if applicable.

**To apply for this position, please contact the Volunteer Coordinator Jay Schreiner via email, [jschreiner@johnhoward.org](mailto:jschreiner@johnhoward.org) or by calling 780-970-5116. Please direct questions directly regarding The Edmonton Drug Treatment Court Service to manager @ [GFroese@johnhoward.org](mailto:GFroese@johnhoward.org) .**

You will be required to submit the completed volunteer application and your resume to be considered for an interview.