



POSTING DATE: September 15, 2020

POSTING NUMBER: 20200911-25CLIN

STATUS: OPEN

TITLE: INTAKE/RPAC WORKER: PERMANENT FULL TIME

DEPARTMENT: CLINICAL

HOURS OF WORK: 35 HOURS PER WEEK

EFFECTIVE IMMEDIATELY

UNION: OPSEU

LOCATION: KINGSTON OFFICE

SUMMARY OF DUTIES:

The Intake Worker performs as first point of contact for clients, assessing needs and making referrals or appointments for appropriate staff or community services. The incumbent provides intake counselling services under the direct supervision of the Director of Clinical Programming and/or EAP Manager. The Intake Worker provides administrative support to the clinical staff and assists other program support staff as required. The intake worker would work primarily with our EAP, Family Counselling, Women's and Child and Youth Programs.

The RPAC Coordinator manages the delivery of services by the Residential Placement Advisory Committee. The Coordinator seeks to enhance decision-making in the area of residential care for children. The Coordinator establishes effective working relationships with other committee members, residential home providers, Ministry representatives and clients to provide interventions and advocacy for children under specified sections of the Child and Family Services Act. The Coordinator displays effective leadership and strategic thinking to understand and respond to the needs of clients.

The position requires an individual to have good time management, negotiating and problem-solving skills, and demonstrate emotional and professional maturity in all interactions. Patience and flexibility, the ability to be non-judgmental, and the ability to establish rapport and trust with youthful clients under sometimes-difficult circumstances are essential. The applicant must be able to recruit and train committee members; ability to network is important. The applicant should be able to deal with ambiguity and self-nurturing.

MINIMUM REQUIREMENTS:

Post-secondary education in social services or other relevant discipline.

Minimum of two years of clinical experience is required

Current Knowledge of services in eastern Ontario

Current Knowledge of the Child Welfare system

Bilingualism (French-English) is an asset.

Successful Vulnerable Sector Police Reference Check

Valid Ontario G Driver's License necessary

APPLICATION:

Applications will be accepted until noon on September 28, 2020:

jobs@resolvecounselling.org

417 Bagot Street

Kingston, Ontario, K7K 3C1

www.resolvecounselling.org

Thank you for your interest in Resolve Counselling Services Canada. Please note that only those being interviewed will be contacted.