



JOIN THE ANDREW FLECK FAMILY!

Bilingual Intake Coordinator, Children's Inclusion Support Services

Full-time · Permanent · Unionized

Andrew Fleck Children's Services is looking to hire a **Bilingual Intake Coordinator** to work in our Children's Inclusion Support Services (CISS) program. As Bilingual Intake Coordinator you will be the initial point of contact for families and clients requesting services and have the responsibility of coordinating all aspects of intake for the inclusion of children with special needs in licensed child care centres through out the city of Ottawa.

Available from: December 9th, 2019
Salary: \$26.72 to \$29.08 per hour
Hours: 35 hours per week
Location: 700 Industrial Avenue, Ottawa, ON
Closing date: October 2nd, 2019
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary and comprehensive benefits package
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Communicate with current and prospective client families; oversee intake and coordination of supports through initial response to referrals and identification of eligibility
- ✓ Receive and review enhanced staff support applications
- ✓ Administer program documentation and update data as required
- ✓ Review assessment documentation to determine eligibility of children
- ✓ Participate in ongoing program planning; identify community support needs to manager
- ✓ Participate in training for program staff, parents, program assistants and staff of community programs
- ✓ Consult with CISS management to identify needs of the parents and the community

To qualify for this role you have...

- ✓ Fluency in both official languages, written and verbal
- ✓ RECE, Diploma in Early Childhood Education, Bachelor of Social Work or Social Work Diploma, or DSW Diploma
- ✓ Specialized diploma/certificate (Resource Teacher Certificate, Early Interventionist Diploma) an asset
- ✓ Minimum of 5 years of experience working with children and families including 3 years of experience working with children with special needs
- ✓ Demonstrated knowledge of special needs supports available within the City of Ottawa, including scope of CISS services and extensive knowledge of resources for children with special needs
- ✓ Understanding of terminology related to special needs intake and assessment
- ✓ Strong computer skills (Microsoft Office Suite), database management and strong aptitude for database software
- ✓ Comfort and skills to work in a paperless filing environment
- ✓ Excellent time management and organizational skills with ability to prioritize in a fast-paced environment
- ✓ Ability to work in a multi-disciplinary team
- ✓ Responsive client service focus with demonstrated sensitivities to families, their concerns and cultural differences

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca



APPLY TODAY!