

**External Job Posting:**

**Intake Clinician**

**Full-time Contract Position**

**AGENCY OVERVIEW:**

Carizon Family and Community Services specializes in children's mental health, youth engagement and development, family violence services, individual and family counselling, parental support and education, credit counselling, workplace resilience, settlement support and community wellness.

**POSITION OVERVIEW:**

The Intake Clinician provides assessment and treatment services to families with children between the ages of 0 to 17; applies strengths and needs perspective to intake and assessment with a view to matching needs with appropriate services; and delivers therapeutic interventions utilizing a variety of treatment strategies including education, immediate short-term crisis management support, and single session consultation creating an environment where children and their families can heal from the impact of trauma, further grow their resilience, and choose to increase wellness.

This is a full-time (35 hours per week) contract position until March 30, 2019.

**RESPONSIBILITIES:**

- Provide single session counselling to families and children in accordance with Front Door program procedures. Meet with clients to hear their story, clarify their concerns, establish the focus of the session, explore issues, facilitate communication, problem solve and establish an action plan/next steps.
- Provide written information and resources and link clients and families to appropriate community services.
- Determine whether the child and family being referred meet the basic admission criteria including but not necessarily limited to the child's age, gender, presenting needs, urgency of need, prior resources accessed and results, and other agency involvement.
- Using a variety of tools and approaches, complete thorough bio-psycho-social assessments of children/youth and their families in order to formulate an individualized treatment plan/approach.
- Liaise constructively with families and collaterals, to ensure accurate referrals, the optimum coordination of services and the maintenance of collaborative working relationships.
- Work effectively and efficiently in the provision of immediate short-term crisis management interventions with a view to preventing the need for intensive services.
- Assess and respond immediately to families in crisis by taking an active referral, facilitation and liaison role with Mobile Crisis Response Services. Develop crisis and safety plans as appropriate.
- Provide support and service coordination services to families waiting for more intensive services.
- Work in collaboration with Front Door team members in the planning, coordination and implementation of effective service delivery systems.
- Facilitate psychoeducational workshops for parents.
- Communicate with parents/guardians, families, colleagues and other stakeholders verbally and through written correspondence.
- Work in alignment with Carizon's Children's Mental Health Service Philosophy.
- Assume responsibility as a team member for the success of the team and engage actively and openly to contribute to positive client experiences and work environment.

- Complete data collection, record keeping, clinical recording and all communications as required in a clear and concise professional manner.
- Articulate thoughts and opinions in a clear and professional manner.
- Manage multiple priorities and meet deadlines, including the completion of reports.
- Participate as required in program development activities, and external organization committees, task forces, etc.

**EDUCATION/KNOWLEDGE/EXPERIENCE:**

- Masters of Social Work (MSW) degree and registration with the Ontario College of Registered Social Workers and Social Service Workers.
- Minimum of three (3) years' experience providing clinical treatment to children and families.
- Demonstrated therapeutic intervention skills.
- Demonstrated assessment and formulation skills in a children's mental health setting.
- Knowledge of and experience with attachment and trauma-informed therapeutic interventions
- Ability and desire to collaborate with the community and other services.
- Excellent communication skills (both oral and written).
- Exceptional organizational skills and ability to work in an environment where juggling multiple demands and priorities is the norm.
- Proven experience working in a fast paced environment and meeting deadlines.
- Proven experience working independently on own responsibilities as well as within a broader team providing excellent customer service.
- Excellent interpersonal and conflict management skills.

**HOW TO APPLY:**

Interested applicants are invited to submit their resume (in confidence), before 4:00 p.m. on the last day of this posting to: Human Resources via email: [hr@carizon.ca](mailto:hr@carizon.ca), quoting the competition number in the cover letter and email subject line. *We request that candidates please send their cover letter and resume together as one combined document (Word.doc, PDF etc.).*

*\*Carizon is an equal opportunity employer and supports workforce diversity. At Carizon, we believe that diversity enriches our performance, clients, services offered, the communities where we live and work, and the lives of our employees. Should you require accommodation during the recruitment process, please contact Human Resources ([hr@carizon.ca](mailto:hr@carizon.ca)). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<p><b><u>SALARY:</u></b> Salary Grade 9</p> <hr/> <p><b><u>LOCATION:</u></b> Kitchener-Waterloo, with travel around Waterloo Region</p> <hr/> <p><b><u>EMPLOYEE GROUP:</u></b> Non- Union</p>	<p><b><u>STATUS:</u></b> Full-time Contract</p> <hr/> <p><b><u>HOURS OF WORK:</u></b> 35 hours/week</p> <hr/> <p><b><u>SCHEDULE:</u></b> Monday to Friday with some evening and Saturday shifts</p>	<p><b><u>COMPETITION NUMBER:</u></b> 32-18 (NUC-31)</p> <hr/> <p><b><u>POSTING PERIOD:</u></b> July 12-20, 2018</p> <hr/> <p><b><u>START DATE:</u></b> ASAP</p>
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