

**External Job Posting:**

**Intake Clinician (Walk-in)  
Part-time Contract**

**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 (Walk-in) provides assessment and treatment services to families with children between the ages of 0 to 17; delivers therapeutic interventions utilizing a variety of treatment strategies including education, immediate short-term crisis management support, and single session counselling creating an environment where children and their families can heal from the impact of trauma, further grow their resilience, and choose to increase wellness.

The successful candidate must be able to work days, evenings and Saturdays.

**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 solving and conflict resolution and establish an action plan/next steps.
- Provide written information and resources and link clients and families to appropriate community services.
- Work effectively and efficiently in the provision of immediate crisis management interventions with a view to preventing the need for intensive services.
- Develop crisis and safety plans as appropriate.
- Provide support 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.
- 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.
- Participate as required in program development activities, and external and organization committees, task forces, etc.

**REQUIRED CREDENTIALS:**

- 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.
- 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.
- The ability to work evening and Saturday shifts.

**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). While we thank all applicants for their interest, only those candidates selected for an interview will be contacted.*

<b><u>SALARY:</u></b> Job Grade 9	<b><u>STATUS:</u></b> Part-time Contract	<b><u>COMPETITION NUMBER:</u></b> 52-17 (NUC-49)
<b><u>LOCATION:</u></b> Waterloo Region	<b><u>HOURS OF WORK:</u></b> Days, Evenings, and Saturdays	<b><u>POSTING PERIOD:</u></b> December 5-11, 2017
<b><u>EMPLOYEE GROUP:</u></b> Non- Union	<b><u>SCHEDULE:</u></b> TBD	<b><u>START DATE:</u></b> ASAP