



**Position Title:** Intake Coordinator- SW2 Classification  
**Reports to:** Manager of Clinical Services  
**Location:** 1 Eva Road, Etobicoke  
**Status:** Six Month Contract- 36.25 hours per week  
**Salary:** \$30.93 Starting Salary (in accordance with Collective Agreement)  
**Start Date:** ASAP

### **Position Overview**

Radius Child and Youth Services provides clinical services to children and youth who have experienced interpersonal violence, engaged in concerning sexual behaviours, or committed other forms of sexual harm. With a recent significant increase in referrals to our program Radius is looking to hire an additional Intake Coordinator to support us in ensuring our clients receive the highest level of service. This position is currently being posted as a six-month contract but there may be opportunity for this to be extended.

This role is responsible for conducting intake coordination/management and responding to requests for clinical services, providing telephone consultations, conveying program information, and helping coordinate training for families on our waitlist. The Intake Coordinator may also be required to liaise with community partners/services in order to ensure continuity of care for our clients.

### **Key Responsibilities:**

#### **1. Clinical Intake**

- Provides clinical intake services for both our Etobicoke and Oakville locations.
- Assesses client-agency eligibility criteria;
- Liaises with applicable community partners and services as it applies to the continuity of client services and program functioning;
- Organizes and provides information to community partners;
- Provides clinical and case management support to Clinical Therapists and other support staff;
- Maintains client waitlist, statistical data-base, program information, and applicable records;
- Responds and coordinates any training requests.

## 2. Direct Clinical Service

- Participates in regular peer consultations and individual supervision.
- Maintains clinical records and appropriately records case-related activities in accordance with professional regulations/standards, and agency policies.
- Participates in the development of educational and training sessions as requested.

### Knowledge

- Sound knowledge of clinical best practices in the area of interpersonal violence, interfamilial sexual abuse, children exhibiting concerning sexual behaviours and youth who have harmed sexually;
- Strong knowledge in applicable theories and evidence-based treatment modalities;
- Understanding of related/applicable legal and legislative procedures (CFSA, PHIPA, etc.);
- Knowledge of diversity/cultural issues;

### Qualifications and Skills

- Ideally, candidate will possess a master's degree in Social Work (or equivalent) from an accredited university of recognized standing; however, candidates with a bachelor's degree in Social Work with a minimum of two (2) years related intake experience will also be considered;
- Ability to function within a multidisciplinary team;
- Excellent verbal and written communication skills;
- Extensive computer skills;
- Excellent organizational skills;
- Bilingualism is an asset.

**Radius Child and Youth Services is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process. This document is available in alternate format(s) upon request.** Please note that all successful candidates must provide a satisfactory vulnerable sector police records check prior to the commencement of employment. Radius Child and Youth Services appreciates all applications; however, only those selected for an interview will be contacted.

***Please include a cover letter and resume and send to [ssorrenti@radiuschild-youthservices.ca](mailto:ssorrenti@radiuschild-youthservices.ca) by no later than 5 pm on February 26, 2021.***

