



## EXTERNAL/INTERNAL POSTING

<b>Position Title:</b>	<b>Intake Coordinator</b>
<b>Reports to:</b>	Manager, Clinical Operations
<b>Location:</b>	Radius Etobicoke office (Hybrid/Remote is Negotiable)
<b>Status:</b>	Part-Time – <b>Contract 6 months</b> (21.75 hours per week)
<b>Salary:</b>	Target Hiring Range: \$31.55 - \$35.57/hourly (in accordance with OPSEU Collective Agreement)
<b>Start Date:</b>	ASAP

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### Position Overview

The Radius Intake Coordinator role is the initial point of contact for our clients and is responsible for overseeing the centralized intake function. The Intake Coordinator responds, reviews, and assesses requests for clinical services including assessment, treatment, training, and consultation. The Intake Coordinator will also liaise with community partners/services to ensure continuity of care for clients.

The ability to interact with staff, clients, and community partners with a high level of professionalism and confidentiality is crucial to this role. The ideal individual has strong decision-making skills and is proactive, resourceful, and efficient. This Intake Coordinator must be exceptionally well organized, and enjoy the challenges of supporting a client group with diverse/complex needs and requirements.

### Key Responsibilities

#### 1. Clinical Intake

- Provides clinical intake services for 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 databases, program information, and applicable records;
- Attends relevant staff meetings, committee meetings, and required training events;
- Maintains frequent communication with internal and external partners to ensure seamless and expedient service flow; and
- Completes other duties as assigned by the Manager of Clinical Operations.

#### 2. Service Navigation and Coordination

- Maintains a professional network of service contacts to which clients can be referred for services;
- Provides service navigation and referral support to clients; and
- Maintains updated records and statistics to provide information as to client service needs and outcomes.



### **3. Direct Clinical Service**

- Provides interim emotional support and psychoeducation to clients and caregivers involved in forensic investigations;
- Participates in regular peer consultation and individual supervision meetings; and
- Maintains clinical records and appropriately records case-related activities in accordance with professional regulations/standards, and agency policies.

#### **Knowledge:**

- Sound knowledge of trauma-informed clinical best practices in the areas of interpersonal violence, child sexual abuse and exploitation, 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 (CYFSA, PHIPA, etc.); and
- Consistent ability to practice from an anti-oppressive practice framework and demonstrate multicultural competence.

#### **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 work experience will also be considered;
- Ability to function independently and within a close-knit, multidisciplinary team;
- Excellent verbal and written communication skills;
- Advanced information-technology skills (Fluency in MS Office programs including Outlook, Excel, PowerPoint, and Access; fluency in or ability to learn client information system EMHWare; other programs and devices used by Radius Child & Youth Services);
- Excellent organizational skills;
- Comfort with, and experience in, chairing meetings involving multiple service partners with varying mandates;
- Excellent interpersonal skills, ability to maintain a helpful and approachable presence, ability to diffuse crisis and conflict through skillful communication and seeking supervisory support when needed; and
- Bilingualism is an asset



Radius Child and Youth Services provides equal employment opportunities regardless of gender, race, religion, age, disability, sexual orientation or marital status. We are committed to building an inclusive culture and environment and are excited to hear from individuals with diverse backgrounds & perspectives. Please feel free to identify your preferred pronouns when applying.

Radius Child and Youth Services is committed to removing systemic barriers in support of moving towards more equitable hiring practices. *To ensure all candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.* 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.*

***If interested in this opportunity, please include a cover letter and resume and send to [sobrien@radiuschild-youthservices.ca](mailto:sobrien@radiuschild-youthservices.ca)***