

INTAKE COORDINATOR

One position available: Part-time or full-time flexibility



ABOUT THUNDER BAY COUNSELLING

Thunder Bay Counselling is a community-based organization that is widely respected for its progressive work environment and forward-thinking approach; from clinical practices and new technologies to flexible work arrangements and professional development opportunities, Thunder Bay Counselling provides a supportive working environment with competitive compensation and benefits.

JOB DESCRIPTION

Thunder Bay Counselling is seeking applications from qualified individuals for the position of Intake Coordinator.

An Intake Coordinator plays an important role in supporting clients to access our services. The Intake Coordinator works with staff across the organization as well as workers from other community organizations to support service navigation and enhance access for those who would most benefit from our programs and services. The successful candidate will have excellent communication skills, a passion for the mental health and well-being of people in our community, strong coordination skills, and expertise in engaging people from diverse backgrounds.

QUALIFICATIONS

The successful candidate requires at minimum:

- A Bachelor level degree in a social science or equivalent
- Registration with the Ontario College of Social Workers and Social Service Workers
- Two (2) years experience working with clients with issues associated with mental health, substance use, violence and/or trauma

PAY RANGE

\$28.84 - \$34.25 per hour

BENEFITS

Benefits include life, accident and critical illness insurance, extended health coverage, dental coverage, Employee Assistance Program, group retirement plan, and Paid Time off benefits (28 days per year at start of employment). This position will provide opportunity for flexible hours of work.

KNOWLEDGE AND SKILLS

The successful candidate should be able to demonstrate:

- Ability to screen for intimate partner violence, male sexual abuse, substance use and mental health
- Experience collaborating and liaising with community organizations to support access to services
- Understanding of Indigenous culture and history with awareness of culturally respectful services
- Training and experience in crisis intervention, including assessing for risk of harm to self and others
- Bilingual (English/French) an asset

APPLICATION DEADLINE

Date: March 23 2023

Time: 4:30pm

Qualified applicants are invited to submit résumé and cover letter to: **Riya Choudhary, HR Intern**
careers@tbaycounselling.com

Thunder Bay Counselling is an equal opportunity employer. We celebrate and support the differences in thoughts, views and beliefs that come from diversity in race, colour, abilities, gender identity and expression, sexual orientation, age, religion, relationship and family status, and socio-economic backgrounds. We strive for a workforce that is representative at all levels of the people we serve. We encourage and welcome applications from qualified individuals of equity groups. Accommodations are available upon request at any stage in the selection process. Only those granted an interview will be contacted.