



**Radius Child & Youth Services**™  
PREVENTION • INTERVENTION • RESEARCH

**Position Title:** Intake Coordinator  
**Reports to:** Manager of Clinical Services  
**Location:** 1 Eva Road, Etobicoke  
**Status:** 14 month Contract Full Time- 36.25 hours per week  
**Reports:** None  
**Salary:** As per OPSEU Collective Agreement  
**Start Date:** 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 both our Etobicoke and Oakville locations;
- Assesses client eligibility criteria;
- Liaises with applicable community partners and services as it applies to the continuity of client services and program functioning, and providing waitlist support;
- Organizes and provides information to community partners;
- Provides clinical and case management support to Clinical Therapists and other support staff;
- Maintains client waitlist for both Oakville and Etobicoke including entering information into our statistical data-base (CYSIS), tracking program information, and ensuring accurate and complete records;
- Arranges intake assignment meetings with Manager, Clinical Services;
- Attends relevant committee meetings and conferences;
- Completes other duties as assigned by the Manager, Clinical Services, Clinical Director or their designate(s).

## **2. Direct Clinical Service**

- Participates in regular peer consultations and individual supervision;
- Supports research projects;
- 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/webinars for various community partners;
- May carry limited clinical caseload

### **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 understanding of applicable theories and evidence-based treatment modalities;
- Awareness of related/applicable legal and legislative procedures (CFSA, PHIPA, etc.) and how these apply to their work;
- Understands the complexity of working in coordination with multiple systems
- Knowledge of diversity/cultural issues; ARAO practices

### **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 directly related work experience will also be considered;
- Ability to function within a multidisciplinary team;
- Excellent verbal and written communication skills;
- Extensive computer skills;
- Exceptional organizational skills;
- Bilingualism is an asset

*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.*

Applications must be received by 5:00pm on July 13<sup>th</sup>, 2018. Please submit your application to [ssorrenti@radiuschild-youthservices.ca](mailto:ssorrenti@radiuschild-youthservices.ca) and include a cover letter and resume.