



POSTING

Posting date: February 12 2018

Application Submission Deadline: 9 am, February 20 2018

Please submit application package, in confidence to:
selena.boutilier@contacthamilton.ca or fax: 905-522-6957

We will only contact those selected for an interview. Thank you.

Position: Resource Coordinator

Category	Permanent Full Time
Effective Date	As soon as possible
# Positions Available	1
Reports to	Children's Services Supervisor
Location	Main Office Site, Hamilton
Preferred Qualifications	<ul style="list-style-type: none"> • Minimum 5 years' experience working in the field of children's services • MUST HAVE EXPERIENCE WITH CHILDREN'S DEVELOPMENTAL SERVICES IDEALLY IN HAMILTON • Experienced in intake and service coordination • Experienced in FASD • Excellent knowledge of community resources in Hamilton for children and youth with developmental disabilities, autism and mental health
Skill Set	<ul style="list-style-type: none"> • Demonstrated ability to develop effective working relationships with individuals, families and service providers • Excellent interpersonal and facilitation skills • Excellent verbal and written communication skills • Critical thinking, including ability to interpret and apply guidelines, policies, and procedures. • Exceptional ability to problem solve and use professional judgement • Ability to work independently and as part of a team • Strong organizational abilities; ability to work in a fast-paced and dynamic environment

	<ul style="list-style-type: none"> • Excellent computer skills, proficient in a Windows environment; able to learn software / database systems and work in multiple systems • Demonstrated commitment to the values and service model of the organization • Ability to operate in an ever-changing work environment
Qualities	<ul style="list-style-type: none"> • Positive and open-minded • Has integrity • Is trustworthy and honest • Accountable • Reliable • Dedicated – will do what is required • Takes initiative • Values diversity
Key Duties (not exhaustive)	<ul style="list-style-type: none"> • Gathers appropriate level of information from the youth/guardian that allows the Resource Coordinator to make appropriate service recommendations about available and appropriate community services • Make and track referrals to Ministry funded children’s services agencies • Link youth, families and agency partners to appropriate community processes • Provides service coordination as required • Liaise with key agencies
FLS and Diversity	<ul style="list-style-type: none"> • French language is an asset • Contact Hamilton welcomes applications from people reflecting the diversity of our communities