



POSTING

Posting date: Wednesday April 11 2018

Application Submission Deadline: 9 am, Monday April 23 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: Coordinated Service Planner

Category	Full Time Contract
Effective Date	May 28 2018 – June 1 2019
# 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 service coordination • Experienced in FASD • Excellent knowledge of community resources in Hamilton for children and youth with developmental disabilities, autism and mental health • Exceptional and comprehensive knowledge base of issues impacting families of children and youth with multiple and/or complex special needs and demonstrated ability to work with families and systems • Demonstrated exceptional provision of high quality, family-centred care within the context of diversity
Skill Set	<ul style="list-style-type: none"> • Demonstrated ability to develop effective and collaborative working relationships with individuals, families and service providers • Excellent interpersonal and facilitation skills • Excellent verbal and written communication skills

	<ul style="list-style-type: none"> • 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 • 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"> • Provision of service coordination to children and youth with multiple complex needs and their families • Link children, youth and their families to required services and community processes • Liaise with key agencies • Liaise with other providers of coordinated service planning • Provide support and education to the community to further coordinated service planning • Travel is a requirement
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 • We are an equal opportunity employer. If you require disability-related accommodations, please advise.