



POSTING

Posting date: July 10 2018

Application Submission Deadline: 9 am, Monday July 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: Information and Referral Consultant - FASD

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| Category | Permanent Full Time |
| Effective Date | As soon as possible |
| # Positions Available | 1 |
| Reports to | Children's Services Manager |
| Location | Main Office Site, Hamilton |
| Preferred Qualifications | <ul style="list-style-type: none"> Completion of college or university degree/diploma in a related field Minimum 5 years' experience working in the field of children's services Experienced in FASD Experienced in providing information, intake and referral functions Experienced in providing service coordination Excellent knowledge of community resources in Hamilton for children and youth with FASD, 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 |

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| | <ul style="list-style-type: none"> • 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 • Acts with 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"> • This position is primarily focused on supporting children and youth with FASD, however, this position will also support children and youth presenting with developmental, mental health and/or autism concerns where able • Works with the Hamilton FASD Resource Team to provide <ul style="list-style-type: none"> ○ Consultation to youth, families, service providers and educators about FASD and effective support strategies ○ Community information and education sessions • Provides internal consultation to Contact Hamilton staff • Provides support to the FASD consultation referral process • Develops and documents a service plan for children and youth presenting with FASD • Gathers appropriate level of information from the youth/guardian in order to make service recommendations about available and appropriate community services • Makes and tracks referrals to Ministry funded children's services agencies • Link youth, families and agency partners to appropriate community processes |
| 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 |