



# Intake Administrator

## INTAKE ADMINISTRATOR, CHILD DEVELOPMENT SERVICES (1.0 FTE)

You're renowned for getting things done! You are an advocate for the program and accuracy and details are your trademark! The Intake Administrator works closely with clients to facilitate their access to the program. This position is also responsible for the regular scheduling of events and activities that advance the agenda of health development and prevention of emotionally dysregulated behaviours (e.g. domestic violence).

## WHAT MOVES YOU

- Using your people skills to build rapport and connect with individuals, communities and stakeholders
- Flexing your prioritizing and planning skills so that program activities are achieved in a fast paced environment
- Bringing your positive, can do attitude to support children and parents get access to the program

## WHAT YOU'LL DO

- **Delivering of evidence-based, developmentally appropriate programming, intake interviewing and program registration/admin activities**
- Ensure all documentation is accurate and completed in a timely manner
- Maintain a schedule for program activities to ensure client program access and full utilization
- **Planning and develop culturally appropriate client and family activities and community engagement events in cooperation with volunteers and students**
- Assist with training, coaching, support, and recognition of team members, volunteers and students.

## WHAT YOU'VE DONE

- Diploma in Psychology, Social Work or Child and Youth Studies.
- **At least three years' experience working administrative duties.**
- Experience supporting developmentally appropriate interventions, activities and community events for children and adults.
- Solid understanding of children's development.
- Working knowledge of trauma (with an emphasis on domestic violence).
- Ability to work independently and with a team of service providers
- **Strong public speaking and presentation skills.**
- Excellent interviewing and rapport building skills.

**If you want to work to change lives, we want to meet you.**

Please click [here](#) for a full job description

Competition Number: **2018109**

Deadline: **Dec 11<sup>th</sup> 2018**

<https://www.ywcalgary.ca/work-with-us/>

Apply today with covering letter, salary expectations and resume to [careers@ywcalgary.ca](mailto:careers@ywcalgary.ca)