



Intake Assessment Coordinator

COMPASS INTAKE ASSESSMENT COORDINATOR, Counselling and Personal Development (0.5 FTE)

You are proficient yet empathic with direct client contact and work with a strengths based approach. You have strong organizational skills that allows you to be calm under pressure, think critically and work from a thoughtful, caring place. Coming with a deep understanding of family's issues such as addictions, mental health and domestic violence. You work with people where they're at and without judgment.

WHAT MOVES YOU

- Having meaningful and challenging work that changes lives
- Balancing the needs of the program and prospective clients for the best outcome
- Being organized and resourceful knowing of community resources for individuals
- Working from a harm reduction and a strength based approach

WHAT YOU'LL DO

- Facilitates referrals with families or referring professionals to other agencies/professionals
- Waitlist management including periodic follow-up offering resources and support
- Provide client's file management and administrative support
- Maintain program specific Outcome Tracker/Penelope database and COMPASS program training.
- Support mentorship and coaching to new Family Support Workers and Practicum Students as required.

WHAT YOU'VE DONE

- Bachelor degree in the human services field with a minimum of 2 years related experience or equivalent Diploma and relevant experience
- ASSIST training
- Knowledgeable of current trends in mental health issues, family violence, parenting research, and at-risk children specifically as it relates to group, individual, in-home support and community programming
- Valid Driver's License
- Excellent communication & interpersonal skills
- Creative problem solving
- Strong knowledge of community resources

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

Competition Number: **2019074**

Deadline: **Nov, 18th /2019**

www.ywcalgary.ca/work-with-us

Apply today with covering letter, salary expectations and resume to careers@ywcalgary.ca