



JOB POSTING

Intake Assistant

Full Time (Contract, 12 Month)

Better Living Health and Community Services has an opening for the position of Intake Assistant. The role of the Intake Assistant requires to be knowledgeable about social services and be able to conduct themselves in a professional manner pertaining to all areas of intake with regard to community services and resources. The Intake Assistant is part of the Social Work Department and is responsible mainly for conducting centralized intake assessment, making referrals, and providing community resources information to public enquiries. This role reports to the Intake Coordinator.

The successful candidate for this position must possess the following qualifications:

- Minimum Social Service Worker Diploma (SSW) from an accredited school and eligibility for membership with the Ontario College of Social Workers and Social Service Workers;
- Minimum one year of social service experience with good working knowledge of older adults and their families and issues associated with aging;
- Comprehensive knowledge of and ability to navigate community services and resources;
- Strong computer and software skills; knowledge of and previous training in CIMS, AlayaCare, HPG, and Microsoft Office would be an asset;
- Successful completion of *Vulnerable Sector Screening* within one month of employment

The successful candidate(s) for this position must be able to:

- Provide initial intake assessments for new clients requiring services;
- Answer enquiries from the community;
- Input information and service data into electronic Client records after the service calls; hard copy files and keeps additional manual records as required;
- Coordinate and provide security calls to the clients in the community;
- Provide back up to team members in the Intake Department;
- Coordinate the intake and placement process for Group Exercise and Fall & Fitness Program;
- Assist members of the Social Work team with other functions as required;
- Maintain knowledge, observe and practice appropriate procedures in regards to safety, quality and environmental standards;
- Adhere to the Policies and Procedures as outlined in the Personnel Manual

Salary: Commensurate with experience.

Please email or fax your cover letter and resume to Human Resources by September 9, 2019 at 5:00pm:

E-Mail: hr@betterlivinghealth.org

Fax: 416-510-1104

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes however only those granted an interview will be contacted. No phone calls, please. Thank you.