

The **Community Services Coordination Network (CSCN)** is a not-for-profit agency funded by the Ministry of Children, Community and Social Services and the Ministry of Health. CSCN is currently recruiting one highly motivated, experienced professional for the following position:

Service Coordinator - Children's Services (Intake)

Part-Time (24 hours per week)

The successful candidate will:

- Perform an Intake function for all children's services at CSCN including; Access, Fetal Alcohol Spectrum Disorder Service Coordination, and Coordinated Service Planning
- Act as an interim case manager as required
- Negotiate the provision of case management services with the service provider community and provide continuity of service during the transition and transfer of case management
- Provide information to individuals, families, and service agencies regarding the various functions performed by the CSCN Children's Services division
- Act as a community resource with respect to the various services and supports offered to children, youth, and families across the CSCN catchment area
- Maintain client/family related information in the CSCN client information system
- Collaborate with professionals within the context of a multi-disciplined environment

Qualifications and Skills

- University degree or advanced education combined with experience working with vulnerable or at-risk individuals including special needs children/youth
- A minimum of three years experience working with children/youth with special needs and their families
- A commitment to the principles of a strength-based, person/family centered planning model
- Excellent interpersonal and written communication skills
- Ability to build and maintain relationships with diverse stakeholders
- Ability to maintain strong professional boundaries
- Ability to work independently and to contribute as a member of a team
- Strong organizational/time management skills
- Ability to interpret and explain provincial guidelines and/or legislation
- A valid Ontario Driver's License, access to a reliable vehicle, and the willingness to travel
- Willingness to work flexible hours as required

Interested, qualified applicants should submit a cover letter and resume, no later than Friday, February 2nd, 2024 at Noon. Please forward letter and resume to:

Sandi Evans, Director of Service
Community Services Coordination Network
171 Queens Avenue, Suite 750, London, ON N6A 5J7
Or by e-mail to sandievens@cscn.on.ca



CSCN is actively building a diverse workforce reflective of Canadian society. As a result, we promote employment equity and encourage women, Aboriginal persons, persons with a disability, 2SLGBTQ+ persons, and members of visible minority groups to apply.

Please Note: Although all applications are appreciated, only those people selected for an interview will be contacted. CSCN is committed to developing inclusive, barrier-free selection and appointment processes and work environments. Accommodations will be made available on request, for candidates taking part in all aspects of the selection process.