REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

|  |  |  |
| --- | --- | --- |
| **Bulletin No: 18-021** | **Department:**  FASD/CDC | **Posting Date:**  May 23, 2018 |
| **Position:**  Winnipeg FASD Coordinator - TERM until March 31, 2019 | **Reports to:**  Manager, FASD/CDC | **Start Date:**  As soon as possible |
| **Job Type:**  **Unionized** | **Employee Group:**  MAHCP | **EFT:**  .4 |

**Responsibilities:**

Under the direction of the FASD/Child Development Clinic manager, the incumbent coordinates the FASD referral and intake process for the Winnipeg referrals to the Manitoba FASD Centre.  Responsibilities include screening of new referrals to ensure criteria are met, interviewing families/caregivers or the source of referral to gather information and determine appropriateness of the referral; overseeing the acquisition of documents; initiating internal referrals to psychology, social work, occupational therapy and speech Language pathology; determine assessment plan in collaboration with the multidisciplinary team; overseeing waitlist and identifying  children or youth for scheduling; the incumbent is lead contact person for the Winnipeg FASD clinic for community service providers and families; and provides assistance in the clinic at SSCY as required.

**Qualifications:**

* Bachelor degree in Health, Social Services or related discipline required
* Knowledge of the referral and assessment of FASD
* Experience working in a multidisciplinary team, required.
* Experience coordinating medical clinics
* Previous experience interviewing clients/families
* A combination of education and experience may be considered.

**Hours of Work: Monday to Friday Days based on operational needs**

**Salary: $37.671-$42.395**

|  |  |
| --- | --- |
| **Apply in Writing to:**  **Kizzy Phillips**  **HR Specialist**  **1155 Notre Dame**  **Winnipeg, MB R3E 3G1** | **Closing Date:**  May 29, 2018 |