REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No: 18-042** | **Department:** Central Intake | **Posting Date:**Nov 23, 2018 |
| **Position:** Central Intake Coordinator | **Reports to:** Director of Clinical and Rehabilitation Services | **Start Date:**As soon as possible |
| **Job Type:****Permanent Full time** | **Employee Group:**MAHCP | **EFT:**1.0  |

**Responsibilities:**

1. Responds to inquiries, regarding the services available through agencies/service providers and community resources.
2. Responds to inquiries regarding the intake process and procedures
3. Refers the individual / family to identified appropriate services when risk issues are identified during the intake process.
4. Dependent on the level of participation of the SSCY stakeholder in the SSCY Central Intake system, receives service requests and gathers supporting information or documentation.
5. Reviews the collected information to determine the need for SSCY services and re-direction of service request to the appropriate provider, i.e., co-locating or non-co-locating.
6. If required, recommends to the client the need to review service needs with the SSCY Central Intake Team in order to develop a service plan.
7. Provides suggestions for alternate resources, when appropriate, and may redirect the family and referral source to appropriate resources.
8. Maintains collaborative relationships with referral sources and other service providers, provincially, for the purposes of facilitating smooth service transitions for clients and identifying and resolving process issues.
9. Receives and processes CTI (Audiology, Occupational Therapy, Physiotherapy, and Speech-Language Pathology) referrals.
10. Provides periodic or short-term coordination of services as indicated.

**Qualifications:**

**Education**:Allied health care field - Occupational Therapy, Physiotherapy or Speech-Language Pathology required.

**Experience:** Five years recent, clinical experience in a health care setting working with children and youth, presenting with a range of rehabilitation needs.

**Skills**: Knowledge of family centered practice, demonstrates practical knowledge of a range of crisis prevention, intervention and resolution approaches, ability to organize, prioritize and problem solve, ability to work with minimal direction, ability to establish and maintain good working relationships with all levels of staff and the general public, effective oral and written communication skills.

**Hours of Work:** Monday to Friday 7.5 hours/day – hours to be determined

**Salary:** $34.448 - $39.931/hour

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| **Apply in Writing to:**Barb BortonDirector of Rehabilitation and Clinical ServicesRehabilitation Centre for Children at SSCY Centre1155 Notre Dame Ave Wpg MB Ph: 204 258-6557 Email: bborton@rccinc.ca | **Closing Date:**Nov 30, 2018 |