



CLINICAL INTAKE COORDINATOR

1 Full Time Contract Position (3 month contract with possible extension)
INTERNAL/EXTERNAL POSTING

DATE: January 8, 2021

LOCATION: Aurora, ON. ****Currently Remote****

LOFT Community Services is a unique and dynamic charitable organization that supports people living with complicated issues such as mental and physical health challenges, substance abuse, poverty and homelessness. Serving over 5300 people and providing 1654 units of supportive housing last year, LOFT is one of Ontario's largest mental health service providers of its kind. In 2018 LOFT was a Nonprofit Employer of Choice™ Award (NEOC) recipient.

To help fulfill its mission, LOFT is hiring a **Clinical Intake Coordinator**.

JOB SUMMARY:

As the Clinical Intake Coordinator for Behavioural Supports Ontario, you act as the first point of contact for the cross-sector BSO services in the Central LHIN and is responsible for receiving all referrals to the Behavioural Support Services. Through a clinical review of referrals and the completion of Intake Summary, you will triage all referrals and assist in crisis intervention, risk management, and urgent care planning as required. You will maintain the waitlist according to program policies and provide support to those individuals on the waitlist for service. Additionally, you will liaise with community agencies, other practitioners and key partners to coordinate care for clients. You will contribute to program development and participate in the research activities of the program.

***Note:** *A satisfactory vulnerable sector check (VSC) is a requirement of employment.**

QUALIFICATIONS:

- Completion of undergraduate degree/diploma Nursing. Social Work. Occupational Therapy or related field;
- Minimum three years related experience in providing support to vulnerable seniors and older adults with responsive behaviours related to mental illness, addictions, dementia or other neurological conditions;
- An understanding of recovery and psychosocial rehabilitation principles and the therapeutic relationship;
- Crisis intervention skills, with well-developed problem solving abilities and interpersonal skills;

- Strong assessment and triaging skills;
- Demonstrated knowledge and best practice in dementia, delirium, mental health issues and their effect on persons, families and caregivers;
- Training/knowledge of P.I.E.C.E.S., U-First!, Recovery/Psychosocial rehabilitation approaches or willingness to receive training;
- Good oral and written communication skills and computer literacy, including MS Word and Excel;
- Sound working knowledge of community resources and supports;
- Ability to collaborate effectively with other members of inter-professional care teams, clients, family members and community team members;
- Excellent organizational and time management skills
- Understanding of cultural competency and anti-oppression framework;
- Reflective of a multi-barriered group, as serviced by the program, a strong asset

LOFT Community Services is committed to fostering an inclusive and accessible environment and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. LOFT is committed to making employment opportunities accessible in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Requested accommodation will be provided in all parts of the application and hiring process by contacting humanresources@loftcs.org or (416) 979-1994.

We welcome and encourage people from equity-seeking communities and intersecting identities to apply for this position.

TO APPLY: Send resume with cover letter to Human Resources, **Email:** hr@loftcs.org

LOFT Community Services is committed to fostering an inclusive and accessible environment and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. LOFT is committed to making employment opportunities accessible in accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#). Upon request, accommodation will be provided in all parts of the application and hiring process.

Contact humanresources@loftcs.org or (416) 979-1994 to discuss your accommodation requirements.

PLEASE INCLUDE: "CLINICAL INTAKE COORDINATOR" IN THE SUBJECT LINE OF ANY EMAILS.

CLOSING DATE: January 18, 2021