



Children's Treatment Network

School Based Rehabilitation Services Team Assistant Markham or Barrie, ON Temporary Part-time Position

Children's Treatment Network (CTN) partners with education, health and community organizations to provide a range of rehabilitation and specialized clinical services to approximately 7,000 children and youth with multiple special needs in Simcoe County and York Region.

As a service network with multiple partners we respond to the evolving needs of children and youth with multiple special needs by providing and enhancing services, championing system change and building capacity across the network.

CTN provides School Based Rehabilitation Services for Simcoe County, Central and West Toronto and York Region. This program provides occupational therapy, physiotherapy and speech therapy supports to children and youth enrolled in publicly funded school boards who have rehabilitation needs.

The Team Assistant position is responsible to provide administrative support for CTN's School Based Rehabilitation Services (SBRS) clinical team. The Team Assistant receives and processes SBRS client referrals and is primarily responsible to ensure that the shared record is opened and updated to reflect the status of the client and the services they are waiting for and/or receiving. The Team Assistant supports clients by acting as a liaison between families, Service Navigators, contracted Service Provider Organizations (SPOs), and District School Board personnel. The team assistant works to support the provision of services ensuring minimal duplication and efficiencies. One temporary part-time position (9 month contract at 4 days per week) is being recruited for with a start date in August 2020.

REQUIREMENTS

- College level office administration or business program or equivalent combination of education and experience
- 3 Years of related office administrative experience in healthcare or social services environment
- Demonstrated business professionalism with respect to confidentiality, recognize sensitivity and exercise good judgement, discretion and accountability in all aspects of the role when dealing with clients, families, district school board personnel and service providers
- Strong organizational skills in the use of time, records management, with the ability to prioritize
- Ability to manage multiple priorities while maintaining strong attention to detail in high-pressure fast paced environment
- Ability to work as a collaborative team member
- Highly proficient skills in the use of Microsoft Office
- Excellent written and oral communications skills with the ability to communicate effectively across the network
- Knowledge of services and community supports for children with special needs and their families in Simcoe County, Toronto and/or York Region an asset
- Demonstrated initiative, flexibility and adaptability
- Experience working with confidential information and maintaining client privacy
- Demonstrated commitment to a safe environment for staff, clients and families by working in compliance with the Occupational Health & Safety Act and related policies
- Ability to communicate in French or other languages considered an asset
- Experience with and understanding of various cultures and cultural communities including Francophone and Indigenous communities
- Sound experience with technology and relevant software programs
- Certified First Aid is an asset
- A valid Ontario Driver's license, insurance and access to a vehicle

Selected successful candidates will be required to produce a clear police records check and vulnerable sector check prior to start of employment.

CTN offers a competitive compensation and benefit package including participation in the Healthcare of Ontario Pension Plan (HOOPP). This position is based in Markham and requires some travel to attend related activities.

If you are interested in being part of a leading edge clinical network, working with committed and engaged service partners in advancing the provision of comprehensive and integrated care to children with special needs and their families, please send your resume via email to careers@ctnsy.ca by midnight July 21, 2020. For more information about CTN please visit our site at www.ctnsy.ca.

As part of the hiring process applicants may be asked to complete an online activity to determine their level of computer skills.

CTN is governed by the requirements of the French Language Services Act and therefore encourages applications from French speaking candidates.

CTN is committed to accommodating people with disabilities as part of our hiring process. If you have special requirements please advise us if you are contacted for an interview so that appropriate accommodations can be made during the recruitment process.