



JOB POSTING – COMPETITION #306-2019-20

Full-Time 35 hours/week

Internal/external

POSITION: Service Planning Coordinator

LOCATION: Barrie and throughout Simcoe County

PURPOSE OF POSITION

Service Planning Coordinators support families of children and youth with multiple and/or complex special needs by acting as one identifiable point of contact for the development of a coordinated and integrated service plan. This integrated service plan recognizes all of the family's service needs and builds on their child or youth's strengths. Service Planning Coordinators are family-centered and will support the client, family and their team to identify and set meaningful goals and engage in the coordinated service planning process.

While the focus will be on developing a family-centred coordinated service plan, the Service Planning Coordinator will also be expected to make appropriate linkages to resources and supports for the parents and/or family as appropriate in order that they may better assist with the needs of the child/youth.

QUALIFICATIONS

Education and Experience

- Post-secondary education in the social sciences and / or behavioural disciplines
- Extensive (3 to 5 years preferred) experience in working with children who have a variety of exceptional and complex needs and their families

Knowledge and Skill Level

- Extensive knowledge of child development and family systems theory and an understanding of the impact of a child with exceptional needs on family development
- Ability to work independently and cooperatively as part of a team; able to manage time flexibly and effectively
- Ability to develop trusting, co-operative relationships with clients, families, service providers, and stakeholders
- Ability to respond to complex situations and assist families in time of stress
- Strong knowledge of family systems and strength-based planning and interventions
- Understanding of positive based behavioural intervention strategies
- Knowledge of community resources, school system and awareness of relevant legislation

- Sensitivity, understanding and ability to work with a variety of value systems, beliefs and cultures
- Capacity to work independently
- Aware of Health & Safety Rules & Regulations
- Valid Driver's License
- French Language is considered to be an asset

Salary: \$26.52 to \$29.90 per hour

Date of Posting: January 6th, 2020

If you are interested in this position, please apply by 4:30 pm on January 17th, 2020 to Olivia Brett at obrett@catulpa.on.ca, or fax to (705) 735-6826.

We are an equal opportunities employer.

Where needed, accommodations for disabilities will be made available upon request.

Only those applicants selected for an interview will be contacted.