

Kinark Child and Family Services is a leading child and youth service organization in Ontario which provides a wide range of evidence-based services that include individual, family and group counselling for children and youth with complex needs and their families. Kinark's three program streams include: Community-Based Child and Youth Mental Health, Autism and Forensic Mental Health/Youth Justice.

**Want to help children and youth with complex needs?**

**Come join our team!**

**We currently have an opportunity for:**

**Service Planning Coordinator**

**Aurora, Ontario**

**Temporary, Full-Time (35 Hours per week)**

**12 Month Contract**

In this role, you will be working in collaboration with Children's Treatment Network to ensure service integration for children and their families with multiple special needs

**Job Summary:**

Service Planning Coordinator will 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 that recognizes all of their service needs and builds on their child or youth's strengths. Service Planning Coordinators will be family centered and will support the client, family and 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 based on the needs of the child/youth, the Service Planning Coordinator will also be expected to make appropriate linkages to services and supports for the parents and/or family as a whole in order to enable them to better support the needs of the child/youth.

**Duties & Responsibilities:**

- Work with the family or youth to identify current strengths and needs.
- Develop together with the youth and family and team members an integrated service plan that is strengths-based, addresses the service needs of the child or youth and outlines goals agreed upon by the family
- Facilitate access to relevant services in the service delivery area including referral to regional service resolution if indicated.
- Assist the family to access other supports while waiting for services.
- Explore flexible and innovative approaches for service delivery to meet the individual needs of the child/youth and family.
- Monitor, review, and update the integrated service plan, in collaboration with the family and relevant providers as needs and services change.
- Anticipate and facilitate transitions between services and providers including transition to school and adult services.
- Be knowledgeable and available to discuss the family's concerns regarding their service plan.

- Facilitate the collaboration of all members of the child or youth's team to enable full participation in the planning process, including the sharing of information and attendance at relevant meetings.
- Support the development of skills and knowledge in youth and families in order that they can fully participate and continue to identify needs, set goals and engage team members in a coordinated planning process.

**Qualifications:**

- M.S.W. or equivalent education and experience
- Minimum three years related experience
- Experience working with multiple special needs children, youth and their families
- Completion of referral forms, the provision of information/ resources both generic and specialized and to facilitate access to all children's services
- Experience with developing an integrated service plan
- Experience working with team members from multiple children's sectors
- Experience with team facilitation is considered an asset
- Understanding of cultural diversity and second language skills are considered assets
- A valid driver's license, adequate insurance for work purposes and a vehicle are required for this position.
- Satisfactory Criminal Record Check (including a Vulnerable Sector Screening) and Pre-Employment Medical.
- Candidates Bilingual in English and French will be given special consideration.

Kinark Child and Family Services values inclusivity and diversity in the workplace. We encourage applicants from diverse backgrounds. We are committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at [hr@kinark.on.ca](mailto:hr@kinark.on.ca) or (905) 474-9595.

While we thank all applicants, only those selected for an interview will be contacted. Any information obtained during the course of recruitment will be used for employment recruitment purposes only, and not for any other purpose.

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If interested, all applicants are required to submit application through <https://kinark.hua.hrsmart.com/hr/ats/Posting/view/84> by Friday, December 11, 2020.