



ADAPTABILITIES
CREATING SUCCESS FOR LIFE

AdaptAbilities is a registered charity that provides an essential service to individuals with special needs and their families. Our unique programs promote positive self-care and well-being, empowering individuals to grow, succeed and belong. We are looking for dedicated professionals who share this vision to join our team. This is an opportunity to make a difference, supporting individuals to be a part of their community.

Intake Specialist

Key Functions

- Complete an assessment of need for new and returning families within AdaptAbilities.
- Confirm or advocate for appropriate funding based on need
- Conduct initial intake meetings with individuals and parents to determine individual needs.
- Apply AdaptAbilities' policies and processes and communicate them effectively to both staff and families.
- Provide support and resources to families and program staff.
- Refer families to AdaptAbilities' community partners when appropriate

Qualifications

- Diploma or degree in the human services field preferred, or an equivalent of experience
- 2+ years of experience in the human services field
- 1 years' experience providing short-term case management, facilitating collaborative and individualized service implementation.
- Demonstrated experience in customer service and problem-solving
- Experience with planning services for individuals and their families with complex behaviors
- Ability to connect with children and young adults with special needs and communicate effectively with their families.
- Excellent written and verbal communication skills
- Strong organizational skills and problem solving abilities
- Proven experience in planning services for persons with disabilities
- Clear police information check and intervention record check
- First Aid Certification with CPR, Non-Violent Crisis Intervention, Abuse Prevention and Response Protocol
- Maintain a driver's license

Working Conditions

This full time position takes place at the Main Office, Sunday through Saturday between 8:00am - 4:30pm to a maximum of 40 hours per week. Flexibility to work evenings and weekends is required.

Compensation Package

\$20.28 to \$28.54 per hour. An attractive health and dental benefit package, paid personal days, RRSP matching and Health Spending Account including two weeks' vacation.

Application Deadline: April 22, 2019

E-mail resume quoting position title in the subject line to: employment@adaptabilities.ca or submit an online application form at adaptabilities.ca

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CARE INDUSTRY