



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

Purpose

The Intake Specialist position supports all areas of program delivery by working with families, individuals, service providers and other stakeholders to determine intake eligibility, plan services and when necessary secure funding. Reporting to the Family Liaison. This is a full-time position that provides assessment of needs, administrative support and transitional planning for individuals with disabilities and their families. This position is responsible for recommending appropriate support services within the organization according to; individual support requirements, program criteria and funding resources.

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: Until suitable candidate is found.

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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