



Dufferin Child & Family Services

children's mental health • child protection • developmental support

Dufferin Child and Family Services is a multi-service agency providing Children's Mental Health, Child Protection and Developmental Support.

The agency currently requires a:

Full Time Service Planning Coordinator

You are seeking:

- A challenging role that offers flexibility, learning opportunities and work within a multi-disciplinary team;
- A unique opportunity to work in a progressive, multi-service agency in collaboration with community partners.

We are seeking an innovative individual with the ability to:

- Provide professional, family-centered and confidential services
- Provide information on community services and resources, responsive to the individual needs of each family
- Develop and coordinate with each family, as well as children's, health and education services, an integrated, strengths-based Coordinated Service Plan
- Facilitate coordinated planning through case conferencing, and other means of regular communication; complete seamless referrals to appropriate services
- Establish and maintain relationships with community stakeholders to support cross-sectoral connections and planning around the unique needs of children, youth and families
- Work with community partners to develop interagency processes that support transparent, seamless, effective and efficient delivery of client services

Qualifications and Competencies

- Bachelor's Social Work degree or equivalent with a minimum of five years' of service coordination/case management experience
- Collaborative attitude with a proven ability to establish and maintain effective working relationships with clients, community partners, funders, and co-workers
- Experience working with caregivers, children and youth with complex needs
- Exemplary interpersonal communication skills and excellent writing skills
- Demonstrated understanding of the Family Systems Theory
- Strong facilitation and active listening skills with the proven ability to respect diversity and be empathetic to each unique situation. Understanding of Systems Theory is an asset
- Knowledge and sound understanding of services across the counties of Dufferin and Wellington
- Capable in using a variety of software including word processing and database applications
- Ability to work independently with minimum supervision and prioritize work under demanding conditions
- Bilingualism is an asset to this position
- Valid Ontario driver's license and current acceptable driver abstract; a reliable automobile with sufficient insurance for use on company business

655 Riddell Road, Orangeville, ON L9W 4Z5

tel: 519-941-1530 fax: 519-941-1525 email: mail@dcafs.on.ca web: www.dcafs.on.ca

please remember, we all share the air... this is a scent free environment

If you are interested in this job opportunity, please apply by email on or before Thursday April 28, 2022 to hr@dcafs.on.ca quoting reference number **2022-016**

DCAFS is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

DCAFS requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption. Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at (519) 941-1530 and Human Resources will strive to provide reasonable and appropriate accommodation for all applicants during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner.

Thank you for your interest; however only those selected for an interview will be contacted.

Role Location: Dufferin and Wellington, Ontario
Hours of Work: 33 hrs per week
Reports to: Developmental Services Manager
Job Grade: 7