



Job Opportunity

Intake Coordinator, *Confident Parents: Thriving Kids Anxiety* Temporary – Term until March 31st, 2022

ABOUT THE JOB:

We are looking for a temporary, term full-time Intake Coordinator until March 31, 2022. As part of the Intake/Exit team, Intake Coordinator conducts intake and exit questionnaires with families referred to the Confident Parents: Thriving Kids Anxiety program using the Brief Child and Family Phone Interview (BCFPI) tool and other measures. This position helps assess referrals for program fit and ensures exclusionary criteria is used to identify inappropriate referrals. The position acts as one of the first official contacts for the program with families and provides a supportive presence to parents experiencing difficulties.

Duties and Responsibilities include but are not limited to:

- Ensure that clients are served in a timely manner according to program protocol;
- Administer email based interviews/questionnaires, with required telephone / email follow-up for clarifying information
- Connect clients to other CMHA Resources as and when needed;
- Consult with CPTK-A Intake Supervisor for clinical supervision when client safety concerns arise;
- Apply the Agency's Diversity Lens and Framework for Support in all assignments associated with this role;
- Other duties as assigned.

ABOUT YOU:

You will have an undergraduate education (BA, BSW, BSc) in Social Work, Child and Youth Care or related human services field, along with 1-3 years of relevant experience. An equivalent combination of education, training, and work experience may be considered. You will also bring the following skills, knowledge and ability to the role:

- Knowledge of the principles and practices of public health, health education, and health literacy, particularly in multiple settings or with various populations;
- Knowledge of community outreach, along with knowledge of the mental health system in BC;
- Knowledge of specialized and personal computer systems and databases, Internet, and software applications, particularly Microsoft Office;
- Demonstrated ability to work independently, collaboratively, and under pressure to deadline;
- Experience with telephone service delivery as well as direct engagement with the public;
- Experience administering a standardized questionnaire an asset;
- Empathy with boundary-setting;
- Ability to communicate effectively, both orally and in writing;
- Resourcefulness and innovation to solve problems;
- Personal experience with mental health issues and services, through self or loved ones, is an asset in this role.

WORKING CONDITIONS:

- This position is located at the CMHA BC Division office currently located in downtown Victoria. Due to COVID- 19, working from the office is voluntary at this time and the work might be completed remotely.
- This is a temporary term position with 37.5 hours per week and term end date is March 31, 2022.
- This is a unionized position under The Health Science Professionals Bargaining Association Collective Agreement. The rate of pay is \$31.99 per hour and it is at Grid Level 8.

HOW TO APPLY:

Please submit your resume along with a cover letter, in PDF format, clearly documenting how you satisfy the requirements outlined in this job posting to cmha.careers@cmha.bc.ca by 5 p.m. on January 24, 2022. We regret that only short-listed candidates will be contacted to schedule an interview. Given the intended reach of this program, we are actively seeking applications from First Nations, Inuit, and Metis people. We encourage you to self-identify in your application.

ABOUT US:

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.