



JOB POSTING

Date posted	Monday, January 23, 2012
Title	Assessor / Service Navigator, Developmental Services Ontario (Eastern Region)
Status	Permanent
Type	Full-time with benefits
Language	Fluently bilingual in both official languages
Locations	Ottawa
Closing Date	Tuesday, January 31, 2012

Service Coordination des services (SCS) is a not-for-profit bilingual organization managed by a volunteer Board of Directors which works with and for families and people with intellectual disabilities residing in the region of Ottawa. SCS serves adults and children by providing information and referral services and case management support. An important goal is to empower families/individuals to make informed choices about the supports they seek.

Reporting directly to the Director of Developmental Services Ontario (Eastern Region), the Assessor / Service Navigator is responsible for providing and coordinating information on services in the community, gathering the necessary information required to determine applicant eligibility, interviewing applicants in completing the application and Support Intensity Scale (SIS) assessment for eligible adults with a developmental disability and / or autism spectrum disorder who want to access developmental services in our region.

Responsibilities

- Acquires, maintains and disseminates information on developmental services available in the community.
- Assesses the need for services by completing the intake process within a designated time period, to assess eligibility and priority for assignment to case coordination and / or for a service request.
- Completes the Application for Developmental Services and Support (ADSS) and administers the Supports Intensity Scale (SIS).
- Participates in the vacancy referral process for individuals who have been assessed.
- Promotes awareness of the regional contact point and SIS ADSS process by participating in agency presentations to parent groups, schools and other agencies, as requested.

Qualifications

- A minimum of 5 years of working in the field of developmental services.
- A Bachelor's degree in Social Services, Social Work, Psychology or a related degree.
- Superior interpersonal and communication skills.
- Experience interviewing and conducting individual assessments.
- Ability to understand psychological assessments.
- Must have strong analytical, reasoning and facilitation skills. Capacity to summarize data in report form.
- Strong understanding of requirements for coordination of services across multi-agencies and Ministries (MCSS)
- Knowledge of the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, and the Child and Family Services Act (CFSA) is a requirement.
- Must be fluently bilingual in both official languages (written and verbal).
- Requires a comprehensive knowledge of the services available for eligible individuals and their families, the eligibility criteria for programs, protocols for referrals from and to other agencies, the ability to resolve problems, facilitate meeting and make presentations.
- Excellent organizational and time management skills.
- Ability to work in an environment of change.
- Ability to work both independently and collaboratively as a member of a multidiscipline teams.
- Proficient in the use of Microsoft Office Suite including Word, Excel, PowerPoint, Outlook and Internet, and keyboarding skills.
- Must have a valid driver's license and access to own vehicle for business travel. This position requires travel in the Ottawa Region.
- Ability to achieve and maintain Supports Intensity Scale © assessor certification (this is provided through the Ministry and Community and Social Services and / or the American Association on Intellectual and Developmental Disabilities (AAIDD). Re-certification is required every 18 months.

Working conditions are normal for an office environment and working with clients in their home. Work regular business hours with some overtime when required. Attend meetings locally and provincially

As the ideal candidate you are a self-starter with excellent interpersonal skills who works well in a team environment. *Qualified candidates may submit their resumes, along with a cover letter quoting Competition Number 2012-03 no later than Tuesday, January 31, 2012, to Human Resources.*

Service Coordination des services
Attn: Human Resources Department
150 Montreal Road, Suite 200
Ottawa, ON K1L 8H2
E-mail: hr@scsottawa.on.ca

While we appreciate all responses, only candidates under consideration will be contacted. We kindly ask not to send in duplicate copies of your resume. Please note that relocation funding is not available for this position.