

JOB POSTING

Date posted	August 28, 2019
Title	Assessor – DSOER
Status	Four (4) Permanent Full Time
Bilingualism	Two (2) Essential Two (2) Preferred
Closing Date	September 5, 2019

Service Coordination for People with Developmental Disabilities (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, referral services and case management support. An important goal is to empower families/individuals to make informed choices about the supports they seek. DSOER is a service offered by Service Coordination and works with and serves families and adults with intellectual disabilities residing in the Eastern Region: United Counties of Prescott-Russell, Counties of Stormont, Dundas and Glengarry, city of Ottawa and County of Renfrew.

Main Responsibilities

- Successfully completes all required training provided through the MCCSS Assessor Training, Development and Quality Assurance program (ATDQA), including but not limited to the SIS assessor qualification criteria and regular Interview Reliability Quality Reviews (IRQR).
- Completes all tasks related to the DSO assessment package comprised of: The Application for Developmental Services and Support (ADSS), the Supports Intensity Scale (SIS) and the Assessor Summary Report (ASR) in keeping with the MCCSS Directives on Application Entities and internal process.
- Participates in the prioritization process for individuals who have been assessed.
- Promotes the awareness of DSO process and assessment tools (ADSS/SIS/ASR) by participating in public presentations and information fairs, as requested and providing information to applicants on developmental services funded by MCCSS
- Participates in departmental and agency wide training opportunities, including but not limited to team and agency meetings and events.
- Meets the expected level of quality and required number of completed assessment packages as outlined by DSOER.
- Completes the required data entry in DSCIS, the provincial data base, ETO, the agency internal data base, and the outlook calendar scheduling in a timely and accurate manner.
- Completes service navigation functions as required which may include: information provision, triage and recommendations to community services and community engagement (promoting awareness of DSO process and assessment tools (ADSS/SIS/ASR) through community presentations, events, committees and work groups.
- Participates in specialized tasks and project opportunities related to their role as required.
- Adheres to all SCS staff requirements, policies and procedures
- Performs other duties as assigned.

Knowledge and Skills

- 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.
- Ability to achieve and maintain Supports Intensity Scale © assessor certification (this is provided through the MCCSS ADTQA program)
- Superior interpersonal and communication skills.
- Ability to understand psychological assessments.
- Experience interviewing and conducting individual assessments and facilitating meetings and group discussions.
- Must have strong analytical, reasoning and facilitation skills, and strong ability to summarize data in report form.
- Strong understanding of requirements for coordination of services across multi-agencies and Ministries (MCCSS)
- 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.
- Requires a comprehensive knowledge of the services available for eligible individuals and their families, the eligibility criteria, protocols for referrals from and to other agencies.
- 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.
- Proven ability to learn and use various data base applications.
- Must have a valid driver's license and access to own vehicle for business travel.
- Must be able to travel regularly within the Ottawa area and occasionally throughout Eastern Townships of Ontario.
- Bilingual in both official languages (written and verbal) is essential.

Core Competencies Required

- Advocating for Others
- Collaboration
- Fostering Independence in Others
- Interpersonal Relations & Respect
- Managing Change
- Relationship/Network Building
- Self-Development
- Resilience
- Self-Control
- Service Orientation

Working Conditions

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.

Accommodations

Service Coordination for people with Developmental Disabilities (SCS) has an accommodation process in place and provides accommodations for candidates and employees with specific needs. If you require specific accommodations, please contact the Human Resources Advisor of SCS so that we can make arrangements to provide appropriate accommodations for you.

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 job number 2019 - 19 no later than Thursday, September 5, 2019 at 4:00 pm to [Human Resources](#).

While we appreciate all responses, only candidates under consideration will be contacted. We kindly ask not to send in duplicate copies of your resume.