



**Children's Community Network**  
**Réseau communautaire pour enfants**

## **Service Coordinator**

Duration: 6-month contract

Salary range: \$46,992 to \$70,623 per year (plus payment in lieu of vacation and benefits)

Posted: February 15, 2018 – March 1, 2018

### **Job Description:**

The primary role of CCN Service Coordinator is to ensure that children and youth with special needs access appropriate formal and informal services commensurate with their identified needs and priority for services. The Service Coordinator is responsible for service coordination for families of children and youth with complex needs and assumes a lead role in facilitating the case resolution process when required. The Service Coordinator will provide professional services consisting of assessments of needs, referrals, advocacy and consultation.

### **Qualifications:**

#### **Minimum Qualifications**

- A Bachelor's degree in social work or a related profession
- Ability and experience in coordinating services, empowering clients, and conducting comprehensive needs assessments
- Knowledge of systemic interventions, child development, childhood disorders and syndromes, family/individual mental health assessments and interventions
- Ability to work effectively with multiple disciplines
- Advanced skills in meeting facilitation
- Strong interpersonal and conflict resolution skills
- Advanced written and oral communication skills
- Effective organization and time management skills
- Proficient word processing and database management skills
- Ability to work independently with minimal supervision
- Possession of a valid driver's licence and access to a vehicle
- Ability and willingness to travel throughout the assigned area
- Ability to obtain a clear vulnerable sector criminal reference check

#### **Additional Supportive Qualifications**

- Ability to work in both official languages (English & French)

Interested candidates should submit a current resume and cover letter to:

Stephanie Gilchrist, Director of Client Services  
Children's Community Network  
Tel: (705) 566-3416 ext. 2590  
Fax: (705) 521-7376  
Email: [sgilchrist@ccnsudbury.on.ca](mailto:sgilchrist@ccnsudbury.on.ca)

*Children's Community Network welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

*We would like to thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.*