

JOB POSTING

INTAKE WORKER

Full Time

Catholic Community Services of York Region (CCSYR) is a non-profit, social service agency providing counselling and settlement services to residents of York Region. CCSYR is an accredited member agency of Family Service Ontario. We are seeking a qualified person to work with the Counselling Services Team.

Counselling Services is composed of Registered Marriage and Family Therapists (RMFTs) and graduate social workers (MSWs) and provides service in four locations in York Region. We are committed to empowering clients to deal with personal and relationship challenges, and cope better with life transitions. We are also committed to providing counselling services in culturally and linguistically accessible ways.

Responsibilities:

Conduct brief telephone intake interviews with new clients.

Maintain current information on services in the community.

Input and retrieve client data on information system as well as paper files.

Generate routine reports from client data system.

Requirements:

Community College diploma in social service work or related studies.

Two years of service in a social service agency or similar setting.

Excellent telephone interviewing skills. Clear written and oral communication.

Ability to work with people from diverse backgrounds and in stressful situations.

Ability to work in a language other than English would be an asset.

Some evening work is required.

Interested persons are requested to submit a resume with covering letter on or before **Friday, July 11, 2008** to:

**Clinical Manager
Catholic Community Services of York Region
21 Dunlop St,
Richmond Hill, Ontario
L4C 2M6
Fax 905-770-7064**

We thank all applicants; however only applicants selected for interviews will be contacted.