

THE SPEC ASSOCIATION FOR CHILDREN & FAMILIES

S P E C

SUPPORT • PREVENT • EDUCATE • COUNSEL

Assessment and Service Coordinator

POSITION AVAILABLE IMMEDIATELY

As an Assessment and Service Coordinator:

- You will be required to provide direct support, crisis intervention, assessment, referrals and service planning with families who are experiencing relationship issues and/or domestic abuse. A flexible schedule will be required.
- Administration will include establishing and maintaining a program filing system, statistics, and researching and reviewing literature related to family violence and abuse; the development and availability of resources that are ethno-culturally relevant to program.

If you have:

- A degree or diploma in Human Services, Psychology, Sociology or Social Work with a minimum of two years related experience (equivalencies considered)
- Excellent assessment, intervention and evaluation skills; ability to work independently
- Experience working in cross-cultural environments providing support to victims of domestic abuse or crisis intervention is necessary
- Ability to be a positive member within a multi-disciplinary team; ability to establish strong partnerships within the community and work in communication with these external services
- Excellent team work skills and preparation for case conferences

Then we want to hear from you!

A valid Driver's License, insured vehicle, positive Driver's Abstract, Police Record and CYIM checks prior to commencement of employment - First Aid and CPR Certificates, and Suicide Intervention (ASIST) courses within six months of employment.

Please indicate on your application, for which position you are applying and submit resume with three (3) references to:

Carol Gil, LINKS Team Lead

The SPEC Association for Children and Families

101, 327 – 3rd Street West Brooks, Alberta T1R 0E7

Fax: 403-362-5090 Email: carol.gil@spec.ab.ca

LINKS

Thank-you for your interest, only individuals selected will be contacted.