



Haldimand-Norfolk

**REACH**

*supporting children, families, communities*

**Autism & Behavioural Services Unit  
FAMILY SERVICE COORDINATOR**

*Full-time (1.0 f.t.e.), Permanent, Salaried  
–35 hours per week*

Reporting to the Autism & Behavioural Services Manager, the Family Service Coordinator leads, plans, facilitates and coordinates services in collaboration with families of children in the Autism program, other community partners and support team members.

**Responsibilities:**

- Support the family to develop a strengths-based coordinated service plan that addresses the needs of the child, youth and review semi-annually
- Support and promote the family voice throughout the service planning process and assist in developing a family team if interested
- Complete referrals and connect families to relevant services and community resources as required and provide resources and general information
- Assist in addressing barriers to service participation and in monitoring and evaluation of services provided
- Pursuit of professional development that supports an increase in knowledge and skills.

**Qualifications:**

- Successful completion of a University degree in the social sciences preferably in child and youth studies or psychology
- Three to five years work experience with children and youth with Autism Spectrum Disorder
- First Aid and Nonviolent Crisis Intervention certificates required
- Proficiency in Microsoft Office Suite including Excel, Word, Publisher and PowerPoint and experience with data management
- Extensive knowledge of Haldimand & Norfolk community and local and regional resources
- Excellent verbal, oral and written communication skills and service coordination and organizational skills
- Valid driver's licence, clear driver's abstract, \$2 million vehicle liability insurance and use of a vehicle required.

**Please submit a letter & resume by March 6<sup>th</sup>, 2018 to:**

D. Smye-Shipway CHRL, Human Resources Manager

**Haldimand-Norfolk REACH**

101 Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

Email: [jobs@hnreach.on.ca](mailto:jobs@hnreach.on.ca)

*Only those selected for an interview will be contacted*

*Please contact us if you require accommodation*

*A United Way member Agency*