



Haldimand-Norfolk

REACH

supporting children, families, communities

**CONTACT Unit
RESOURCE COORDINATOR**

*Part-time (0.4 f.t.e), Permanent, Salaried
-14 hours per week*

Responsibilities:

- provide information, consultation, and referral, to individuals & families seeking children's mental health or developmental services.

Qualifications:

- university degree in social sciences or acceptable equivalent
- a minimum of 5 years experience in children's mental health, children's developmental and/or adult developmental services
- highly developed case management, advocacy, program planning and service co-ordination skills
- excellent written & verbal communication skills; including skills in Microsoft Office and data entry
- knowledge of Haldimand & Norfolk communities and their resources
- valid driver's licence, clear 3 year driver's abstract, proof of \$2 million vehicle liability insurance.

Please submit a letter & resume by March 6th, 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

Only those selected for an interview will be contacted

Please contact us if you require accommodation

A United Way member Agency