



Haldimand-Norfolk  
**REACH**

*supporting children, families, communities*

Haldimand-Norfolk REACH is a multi-service agency, providing Autism & Behaviour Services, Child & Youth Mental Health Services, Developmental Services, Youth Services, Adult Counselling Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.

H-N REACH serves as the Lead Agency for Haldimand-Norfolk Child & Youth Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children's services.

H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.

**Autism & Behaviour Services Unit**  
**RESOURCE COORDINATOR**

**Ref. #2024-41**

*Part-time (0.8 f.t.e.), Permanent, Salaried*

*Salary: Step 1 \$47,177 – Step 2 \$53,073 – Step 3 \$58,970*

**Responsibilities:**

- Collaborate with colleagues, community service providers and community members in establishing and maintaining a coordinated information data management system for the system of services and community resources
- Provide intake services to individuals and families requesting service from a MCCSS funded program (children's mental health, and children with developmental disabilities) within Haldimand-Norfolk (HN) and for those services outside of HN designated as contactable services for individuals/families of HN; utilizing a common intake tool
- Review and track fees through database and coordinate scheduling with staff and families
- Complete and share referral, intake and discharge information for partner programs (i.e., Caregiver Mediated Early Years, Entry to School) to ensure statistical data is timely and accurate.
- Contact service participants that are on wait for Autism & Behaviour Services to ensure timing of service is appropriate for family
- Prepare documentation for Core Clinical Services which includes schedule, invoices, receipts, monthly fee statements
- Complete quotes, review fees, financial and cancellation contracts with families within Core Clinical Services.

**Qualifications:**

- University degree in social sciences or acceptable equivalent
- Three to five years work-related experience in child development and/or children's mental health services
- Highly developed skills in assessment of needs, service coordination, advocacy and program planning
- Excellent written & verbal communication skills; including skills in Microsoft Office and data entry
- Knowledge of Haldimand & Norfolk communities and their resources
- Proof of vaccination will be required based on Public Health Guidelines
- Vulnerable Sector Record Check (includes Criminal Record & Judicial Matters Check) and Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million vehicle liability insurance, clear Driver Abstract and use of a vehicle.

**Please submit a cover letter (citing the reference # above) & resume by email to [jobs@hnreach.on.ca](mailto:jobs@hnreach.on.ca) by August 12<sup>th</sup>, 2024 to:**

Lynn Tessaro, Human Resources Manager

**Haldimand-Norfolk REACH**

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

**Website:** [www.hnreach.on.ca](http://www.hnreach.on.ca)

*Only those selected for an interview will be contacted*

*Please contact us if you require accommodation*

*A United Way member Agency*



**COME GROW WITH US**

Join the REACH team to make a meaningful difference  
in people's lives every day!