



Haldimand-Norfolk
REACH

supporting children, families, communities

Contact Unit
RESOURCE COORDINATOR (Access Navigator)

Ref. #2024-21

Full-time, Temporary, Salaried
-Contract to March 31st, 2025

Responsibilities:

- Provide consultations, information on community resources and complete intakes with families and individuals for the Extensive Needs Program, and other programs and services as appropriate
- Consult and collaborate with community partners and service providers with the focus on providing seamless services to families and individuals
- Support program evaluation, prepare documentation and maintain individual records and contact with the family, as needed.

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
- Criminal & Judicial Matters and Vulnerable Sector Record Checks, 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 by May 13, 2024 to:

Lynn Tessaro, Human Resources Manager
Haldimand-Norfolk REACH
101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

Website: www.hnreach.on.ca

Please contact us if you require accommodation
A United Way member Agency



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