

Behaviour Support Services Coordinator

Regular, full-time (35 hours/week)

George Jeffrey Children's Centre (GJCC) is a paediatric health facility in Thunder Bay, Ontario providing occupational therapy, physiotherapy, speech-language pathology, social work, recreation, and behaviour support services to children and youth with physical, communication and developmental needs.

George Jeffrey Children's Centre is seeking a Behaviour Support Services Coordinator. The Behaviour Support Services Coordinator will manage the Behaviour Support Services waitlist and ensure appropriate service delivery and service flow by facilitating processes between clients and their families, schools, school board representatives, community agencies, George Jeffrey Children's Centre, and other private providers involved with the delivery of services.

Responsibilities:

- Participate in referral review, confirm eligibility and complete program specific intakes.
- Determine eligibility for service
- Manage the waitlist specific to the Behaviour Support Services program
- Facilitate transition and referrals to adult services agencies, when applicable
- Develop and maintain key relationships with external partners
- Create awareness and provide education related to Behaviour Support Services programs offered by GJCC.
- Attend client and school-related meetings and case conferences, as required.

To be considered for this position, candidates should meet the following criteria:

- Bachelor's degree in psychology, social services, behavioural studies or healthcare; community services diploma may be considered
- A minimum of 3-years of relevant working experience
- Experience with case management
- Demonstrated understanding/knowledge of local and district schools and community agencies
- Experience with Microsoft Office suite of programs and adaptable in the use of computer software
- Willingness to travel, valid Driver's License and access to a personal vehicle
- Current Police Record Check including Vulnerable Sector Screening

Take advantage of this unique opportunity to enrich children's lives, while enhancing your personal growth in our team-based environment. A passion for providing the best possible standard of care and exceptional people skills are key to succeeding in this role. We encourage applications from qualified candidates, who share our vision of empowered and inspired children, youth and families.

Posting will remain open until filled. Interested applicants are invited to submit a resume with covering letter to:



Human Resources
George Jeffrey Children's Centre
200 Brock Street East
Thunder Bay, ON P7E 0A2
Email: hr@georgejeffrey.com

George Jeffrey Children's Centre follows the principles of dignity, independence, integration and equal opportunity. If you have accessibility or other requirements that need to be considered during the recruitment process, please let us know.