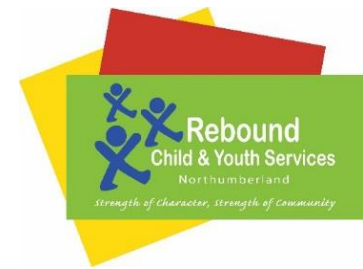


JOB TITLE: Cobourg Under 12 Intersectoral Partnership
Program Coordinator – Part Time

REPORTS TO: Executive Director

HOURS OF WORK: 21.5 hours / week

SALARY: \$18.00-\$21.00 / hour



700 D'Arcy St. N #20 Cobourg, ON K9A 5T3
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Position Overview – Cobourg Under 12 Intersectoral Partnership Program Coordinator

The Cobourg Under 12 Intersectoral Partnership Coordinator will play a key role in the development of this new pilot program in the Cobourg area: By driving the development of this pilot project forward through collaborating with our partner agencies, developing new partnerships, and engaging in outreach activities to both to intersectoral partners and the broader public in order to provide comprehensive and integrated service to children under the age of 12 who are at risk.

What You Will Do

Program Development

- Develop and facilitate presentations (PowerPoint) as required to further the development of Cobourg Under 12 Intersectoral Partnership Program
- Community Outreach: presentations as required to inform the community about this program and how it can be accessed by parents, school or other agencies
- Develop and nurture partnerships
- Assist with the development of communications: website and social media updates when required

Administrative Responsibilities

- Perform clerical tasks/telephone communication as required
- Maintain accurate program, statistics

Organizational and Team Support

- Coordinate the day to day operations of the Cobourg Under 12 Intersectoral Partnership (CUIP) initiative
- Provide guidance as required by team members and collaborative partners
- Contribute to the smooth operation of all Rebound activities
- Contribute to maintaining a healthy work environment
- Other duties as assigned and/or requested by the Executive Director

Intake and Referral

- Receive referrals and arrange initial intake
- Provide initial intake with parents/guardians including signed consents
- Coordinate full intake and risk assessment
- Assign case manager
- Receive client plan of care, and quarterly updates on client progress
- Coordinate Discharge from service.

Reporting

- Provide a monthly written summary on the status of the CUIP pilot program to the steering committee
- Inform the CUIP Steering Committee of any concerns on behalf of the Intersectoral Collaboration Team (ICT)
- Provide quarterly and year end reports on CUIP's program statistics, status and expenditures for Ministry reporting purposes

What You Bring to the Team

- Post-Secondary education (BSW, BA, CYW) or equivalent experience in a related field (minimum 3-5 years)
- Valid Ontario G Class Drivers' License & reliable transportation, with minimum \$2,000,000 liability coverage
- Successful completion of Vulnerable Sector Check/Criminal Record Check is a condition of employment

What Will Set You Apart

- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Superior organizational skills
- Effective collaborative and relationship building skills
- Confident decision maker and enthusiastic team player
- Excellent computer skills – Microsoft Office programs
- Extensive keyboarding abilities on different devices
- Flexibility in work hours, including ability to work weekends/evenings for purposes of program delivery and attendance at activities and events where necessary
- Driving/travelling to program locations and other events as required
- Ability to work in shared open-concept office spaces, in a busy environment with frequent distractions

Why You'll Want to Work With Us

- At Rebound Child & Youth Services you will be part of an amazing team that has the vision that all children and youth have the opportunity to grow to their fullest potential. Their success will be your priority.

If you are interested in the above position, please send your covering letter and resume by June 15th, 2018 at 5:00 p.m. to The Hiring Committee at edrebound@rcys.ca

We thank all candidates in advance for their interest, however, only those selected for an interview will be contacted.