



**POSITION TITLE: Case Facilitator
Internal/External Posting**

LOCATION: Based in our Head Office, travel involved

POSITION TYPE: Full-time 18 month contract (with possibility of extension), 37.5 hours/week

POSTING CLOSING DATE: February 13, 2019

Working in partnership with our communities, Skylark provides a wide range of comprehensive, individualized services for children, youth, adults and their families.

The Special Needs Team (SNT) is currently looking for an exceptional individual on a full-time basis. The Case Facilitator provides case management, facilitation and brokers approved SNT funds to develop an integrated service plan based on the unique goals of the client and family. The Case Facilitator will oversee when children, youth and adults are in residential placement or in their home with enhanced supports.

KEY RESPONSIBILITIES

- Consultation with community partners
- Direct case management, supports accountability by facilitating service delivery that is coordinated, timely and appropriate for individual clients
- Supportive counselling to families
- Advocacy on behalf of children, youth and families in the facilitation of service provision
- Assessment of need in establishing residential placement needs
- Consultation with residential programs where individuals are placed
- Attend plans of care, Person Centered Plans and oversee the placement of individuals in care.

QUALIFICATIONS/SKILLS/KNOWLEDGE

- An MSW or equivalent education and experience working with special needs youth
- Experience in counseling, consultation and advocacy
- Experience with residential system issues.
- A demonstrated commitment to both excellent clinical and community centered work
- Excellent communication skills, both written and oral
- Demonstrated ability to work independently and within a team environment
- Strong assessment skills with particular emphasis on assessing risk and potential for family breakdown
- Experience in counseling, consultation and advocacy
- Experience with residential system issues
- Working knowledge of the Child Welfare system and CYFSA legislation & Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act (2008)
- Interpersonal skills, including advocacy, consensus/team building, facilitation, negotiation and conflict resolution
- Knowledge of all pertinent legislation.

ADDITIONAL REQUIREMENTS

- Satisfactory clearance under the Vulnerable Sector Screening process
- Travel required to other agency locations and external meetings (schools, hospitals, family homes, and residential settings)
- May work in stressful conditions, dealing with challenging and highly distressed clients
- An environment of strict confidentiality
- Working hours are 37.5 hours per week-flexibility of schedule required to meet workload demands
- A current Ontario Driver's license and reliable transportation.

TO APPLY: Interested applicants are invited to submit both their cover letter and resume in only PDF or Microsoft word format to Melody Hamilton at [hiring@skylarkyouth.org](mailto: hiring@skylarkyouth.org) on or before February 13, 2019.

Please quote: Case Facilitator – February in the subject line. Please refrain from pasting the cover letter to the body of the email.

Skylark is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

We ask applicants to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at (416) 482-0081 ext. 277. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.