



**Internal/External Job Posting**  
**POSITION TITLE: Community Intake Worker**  
**Full Time Contract till March 31, 2023**  
**with possibility of extension**  
**(35 hours per week)**

South-East Ottawa Community Health Centre (SEOCHC) is a community health and resource centre which offers a variety of health and social services to residents living in various neighbourhoods in South-East Ottawa. We require a Community Intake Worker to work with our team in the Covid-19 Recovery plan in our community.

**JOB SUMMARY**

SEOCHC has been working hard for the past two years responding to the needs of the community during the Covid-19 pandemic. The work continues as we build back in supporting our marginalized communities. Our goal will be to continue to increase access to Rapid Antigen Test Kits, increase vaccinations rates and information on Antiviral treatment. At the same time, providing access to community mental health, primary care and preventive care and support to social determinants of health. Therefore, this role will be bringing services primarily to our communities in their backyard.

Using a holistic, client and community-centric approach, the Intake Worker (IW) provides practical support, crisis intervention, information & referral, advocacy, assessment, short-term counselling, harm reduction services, practical assistance programs and outreach services to vulnerable clients. Majority of the position will be in the community supporting clients and partners in various locations throughout the city. The ability to travel and have accessible mode of transportation will be essential. The IW needs to think creatively to support high-needs clients with limited resources. The IW acts as a resource person and consultant to staff and community partners, provides walk-in services and, along with other Intake staff, acts as the primary liaison between intake and other programs in and outside the centre that could be of benefit to the client.

**COVID-19 PROTOCOL:**

South-East Ottawa Community Health Center requires **ALL** employees to be **Fully Vaccinated against Covid-19**. Individuals who cannot be vaccinated due to **substantiated grounds** (medical and other protected grounds under the Ontario Human Rights Code) **may ask South-East Ottawa Community Health Center to validate the exemption** and request an accommodation for these rare circumstances. If approved, they will be subject to additional health and safety measures.

Due to the pandemic, we conduct daily infection prevention screening of all clients and staff coming to our Centre to help prevent exposures to COVID-19. We provide both virtual and face-to-face visits to our clients, however this position will require you to be face-to face with clients in various community settings.

**QUALIFICATIONS:**

- BSW or equivalent with at least 2 years related experience with counselling/intake and poverty issues
- Take initiative to support clients, problem solve and propose supports and solutions
- Experience working with vulnerable communities
- Excellent skills in crisis intervention, assessment, advocacy, outreach & conflict resolution
- Excellent knowledge of community resources essential; knowledge of social determinants of health.
- Ability to work independently and with members of an interdisciplinary team
- Excellent time management and organizational skills
- Excellent verbal and written communication skills with fluency in English; other languages such as French, Arabic and Somali an asset.
- Registered with the Ontario College of Social Workers and Social Service Workers (or eligible for registration).
- Solid computer skills and experience using a client database.
- Ability to contribute to the larger South-East Ottawa team
- Ability to work evenings & weekends, onsite & remote work required.
- Adaptable to a changing environment.
- Must show proof of double vaccination for Covid-19.
- Recent Police Record Check for the Vulnerable Sector is required.
- Must have a valid driver's license and own transportation mode.

Please submit a 1-to-2-page attachment (point form) along with your résumé which clearly demonstrates how your previous skills and experience correspond to each of the above qualifications.

**SALARY RANGE:** \$50,377 to \$59,277 per year pro-rated.

Please submit application materials by, **Friday August 12, 2022**, to:

**ATTN:** Human Resources  
South-East Ottawa Community Health Centre  
<https://seochc.bamboohr.com/jobs/view.php?id=183>

Thank you for your interest. Only candidates selected for an interview will be contacted. The Centre is committed to employment equity. SEOCHC will provide accommodation for applicants with disabilities in its recruitment process. If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.