



Internal/External Job Posting
POSITION TITLE: Bilingual Intake Worker
Full Time 8-month Contract – with possibility of extension
(35 hours per week)

South-East Ottawa Community Health Centre 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 bilingual (French/English) Intake Worker to work with our intake and counselling team.

JOB SUMMARY

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. 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.

QUALIFICATIONS:

- BSW or equivalent with at least 3 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 and French; other languages 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.

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

Please submit application materials by **noon, Tuesday, August 2nd, 2022**, to:

ATTN: Human Resources
South-East Ottawa Community Health Centre
<https://seoche.bamboohr.com/jobs/view.php?id=176>

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.