



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

## Concurrent Disorder Service Coordinator

Classification: Contract Full-Time (8 month)  
Hours: 35 hrs/wk.

Range: \$26.29 – \$38.11  
Location: 30 College St. Toronto

### Position Summary

Under the direction of the Supervisor of Case Management, the Concurrent Disorder Service Coordinator participates with community members to administer formal psycho-social assessments, formulate concrete goals and objectives and identify appropriate internal and external resources to meet individual needs.

### Main Responsibilities

- Provides fair, respectful and culturally relevant services to community members; consistent with the mission, vision, and values of Native Child and Family Services of Toronto.
- Receives and responds to requests and referrals from centralized Intake/ Screening Team for support services.
- Administers bio-psycho-social addictions assessments.
- Conducts in-depth interviews with service users and members of family to gather all required assessment information.
- Gathers collateral information as appropriate from other community service agencies.
- Provides on-going case management: Identifies and refers service users to appropriate internal and/or external resources, including community and cultural resources.
- Accompanies service users to appointments as needed.
- Provides individual counselling or group-based activities.
- Provides crisis intervention.
- Coordinates, oversees and attends all case recordings and conferences.
- Provides after care support (post treatment) and ensures quality of services through monitoring of all service providers.
- Completes all required documentation including manual records and statistical reporting; ensures all data is accurately entered in electronic case management system.

### What we are looking for

- BSW or post-secondary education in a related field. (addictions, counselling etc.)
- Minimum 1 year of experience.
- Produce a clear Vulnerable Sector Police Record Check.
- Knowledge and awareness of the diverse cultures and backgrounds of the Urban Aboriginal population.
- Knowledge of addiction and mental health related issues, and available cultural and mainstream resources.
- Knowledge of child development, family systems and dynamics, domestic violence, child abuse, harm reduction, safety planning and risk assessment.
- Experience and skill in Bio-psycho-social assessment, counselling and crisis intervention.
- Experience in case management, file maintenance and statistical reporting.
- Strong planning, organizational, administrative and communication skills.
- Excellent interpersonal skills; oral and written communication skills.
- Good computer skills to utilize all required applicable computer software.

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If you are interested in this job opportunity, please apply by email on or before **December 8, 2017** [hrncfst@nativechild.org](mailto:hrncfst@nativechild.org) quoting reference number **#17-11-06**

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.

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