

## JOB POSTING

Are you seeking rewarding work? Do you want to add value to your community? CDRCP is currently seeking a visionary thinker that is positive and self-motivated. Come join our team of passionate difference makers!

### **ABOUT THE ROLE:**

**POSITION:** Community Information Resource Specialist (CIRS): Coordinated Service Planning

**REPORTS TO:** Supervisor, InfoPeel and Service Pathways

**WORK TYPE/ HOURS:** Full-time, Permanent (35 hours/week)

**SALARY:** \$50,000-\$55,000

**Position Profile:** To provide community information, referral and resource coordination in compliance with service expectations and program service descriptions. This Specialist position is responsible for working across all programs with specific duties assigned to provide Coordinated Service Planning supports.

### **Major Responsibilities:**

**In compliance with CRS standards and expectations of funders:**

#### **Overall Responsibilities:**

- Provide individualized support (phone, chat, email, virtual and in-person information sessions) and consultation to facilitate access to relevant information, referral and resources in a timely, sensitive and confidential manner
- Information and Referral Services and Support in this role will be provided through inperson, phone, chat, online sessions including webinars, live sessions, and through other means that are effective practices and aligned with the Canadian AIRS standards
- Provide accurate and comprehensive information on specific services in Peel.

#### **Coordinated Service Planning**

- Support the completion of intakes for KPP Partner agencies for families of children/youth with developmental disabilities and complex special needs.
- Facilitate the exchange of information between relevant providers in the children's services, education, and health sectors in each service delivery area, support maintenance of a single Coordinated Service Plan for the child/youth and their family;
- Provide support to Tier 1 service coordination for families registered with KPP who may qualify
- Knowledge of the developmental service system to best support families in navigating the system
- Transfer of family files through central database to Tier 2 KPP Partner agency as determined by prioritization tool;

- Compile, maintain and manage in-centre and digital records, files and websites in line with KPP Guidelines and applicable legislation.
- Complete and submit planned Coordinated Service Plan assessments project to development of strengths-based Coordinated Service Plan by researching and delivering assessments based on family and child's needs.

### **Accountability**

As a member of the CIRS team, the Specialist participates in service planning and evaluations, supports all CDRCP team members, complies with AIRS and CDRCP standards for information and referral, and data (as applicable), complies with CDRCP policies and procedures; applicable legislation including privacy legislation and relevant regulating body's code of ethics and standards or/and practices.

**NOTE:** CDRCP offers competitive benefits to qualifying positions, learning opportunities and a chance to work on a team of dedicated professionals.

### **Qualifications**

- Have a minimum of a diploma or degree in social services, human services, child and youth, social work, psychology or related field. Registration with the applicable college considered an asset
- Minimum 3 years experience in related community and programs
- Acceptable criminal Reference Check
- Commitment to successfully complete CIRS certification training and certification examination within 2 years
- Effective use of current technology including databases, and website maintenance, as well as internally approved platforms for communication
- Clear English verbal and written communication skills, second language an asset
- Knowledge of relevant legislation
- Ability to work flexible hours and act independently
- Possession of a valid Driver's License, and a safe driving record and access to independent transportation

**Job responsibilities are subject to change under the direction or assignment of the CEO.**

**HOW TO APPLY:** Please send your resume and cover letter through Indeed or email them to [hemantika@cdrpc.com](mailto:hemantika@cdrpc.com) using the subject line "CIRS- CSP". Applicants that are selected to move forward in the application process will be contacted by email.

**To learn more about CDRCP please visit [www.cdrpc.com](http://www.cdrpc.com).**

CDRCP is committed to ensuring that employment decisions are made equitably, and that employment barriers are eliminated in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Employment decisions are made based on experience, skills, attributes and qualifications. Candidates that require accommodation during the application process are encouraged to contact the Hiring Manager at CDRCP.