



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Intake Worker – Case Management Team

Housing and Mental Health Division

Job Purpose

Your role in the first step in the Case management Team is to provide participant's access to the wrap-around support delivery model Case Management Team utilizes.

As Intake Worker for the Case Management Team you are responsible for identifying, engaging, and assessing potential participants in a caring, nonjudgmental, and effective way, as they express interest in receiving services from the Case Management Team, in the pursuit of creating sustainable housing.

Duties and Responsibilities

Service Delivery

Utilize best practices to:

- Use intake, screening, and referral skills and tools to assist and assess potential participants' personal life skills, goals and encumbering issues.
- Develop case histories of potential participants.
- Coordinate initial goals and services identified and required by participants through the use of Individual Service Plan development.
- Create an initial Individual Service Plan (ISP), and develop transition to other service providers, E4C programs, or to CMT's Housing Support Worker.
- Be able to assist the participants in navigating, and accessing the appropriate funding bodies attached to the Alberta government.
- Act as representative of CMT in the Bed Registry meeting at E4C.
- Effect a transition plan and work in conjunction with CMT's Housing Outreach Worker, and the Follow-Up Support team.
- Other duties may be assigned as required.

Health and Safety

- Understand and adhere to HR Policies and Procedures related to health and safety.
- Other duties may be assigned as required.

Administration

- Responsible for participant intakes, compilation of participant histories, assessments, initial Individual Service Plans, and the streaming of participants to other service providers at point of contact, be they within or without E4C's continuum of service.
- Responsible for the maintenance of other administrative records as required by the program.
- Other duties may be assigned as required.

Qualifications

- Candidates will possess a post-secondary education, a minimum of 1 year's experience, and a proven ability to effectively intake and assess homeless men and women dealing with a multitude of barriers including poverty, addictions, mental health, and sexual exploitation.
- Candidates will possess a working knowledge of the Alberta government's financial resources available to participants.
- Strong work ethic.
- RCMP Security Clearance, Child Intervention Check clearance, First Aid, and Suicide Intervention certificates.
- Excellent interpersonal and communication skills.
- Creative problem solver and team player.
- Use of personal vehicle and necessary insurance.
- Capacity to utilize E4C and program equipment.

Working Conditions

Flex schedule, based on a 40 hour work week, in order to provide support to designated participants on an as-need basis to encompass a wrap around support service. Alternating on-call responsibilities to designated participants. Coverage and ongoing communication with the Housing Placement Worker, as well as the rest of the Case Management Team.

Salary Scale

Starting: CW I - Starts \$ 36,770 plus benefits

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

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