



Employment Opportunity - WELLNESS INTAKE PROGRAM ASSISTANT

Office Location: Nlha'7kapmx Child & Family Services Society
987 George Road, Lytton, BC, V0K 1Z0
Phone: 250-455-2118/1-888-228-2118

We are seeking a fully qualified and dynamic individual to provide general administrative tasks and program support to relieve Addiction and Mental Health workers of administrative detail and promote client participation in programs. The Wellness Intake Program Assistant will assess and assign referrals, manage projects and conduct research to meet the needs of the client and provide support to services. The Wellness Intake Program Assistant will use a cordial and friendly approach when addressing staff, clients Nlaka'pamux members and service providers in order to build effective relationships with associated agencies, affiliated communities and the general public.

Qualifications/Requirements:

- Dogwood Diploma supplemented by a post-secondary certificate or diploma from a social service program or closely related field; minimum of one year relevant experience working in a social service program or administration.
- Collect client information on an individual basis to determine priority of care, client eligibility, availability of resources and service priorities.
- Maintain client records in accordance with established policies, standards and procedures.
- Assists in the processing of referral requests, create a tracking system for referral completion, correspondence and client feedback.
- Coordinate service with police, hospitals, crisis lines and suicide prevention programs.
- Demonstrate ability to work with high-risk clients using a harm reduction philosophy with a client-centered approach.
- Participate in established and recreational social activities and assist with organization of materials for group sessions and participate in all program initiatives.
- Provides updates to the Addiction and Mental Health teams on any significant and usual issues, developments and circumstances.
- Conduct literature reviews and collect and analyze data to inform programs.
- Create a resource library and develop a database.

Conditions of Employment:

- A valid BC Driver's License.
- A Criminal Record Check is a requirement for all NCFSS positions.

Salary: Relevant experience and qualifications will be evaluated.

Closing Date: Review of applications will continue until the position is filled.

Submit by Fax or Email: Letter of application, resume and two reference letters.
Fax: 250-455-2117 or Email: laverne@n7xservices.com

The agency will assist to appropriately explore and assess accommodation options for new employees.

Preference will first be awarded to internal candidates, individuals with Aboriginal ancestry, and community members meeting the requirements. Thank you for your interest in this position, only those applicants short-listed, will be contacted for an interview.