



**INTAKE/ASSESSMENT COORDINATOR  
(TERM: UP TO 12 MONTHS)  
POSTING #2021-BHS-EXT-18**

---

**About FFTAHS**

Fort Frances Tribal Area Health Services (FFTAHS) is a multi-faceted, accredited organization with a diversity of programs and is a leader in innovative wholistic services that promote a bi-cultural approach to health and wellness. FFTAHS works closely with the 10 Fort Frances region First Nation communities, partners and funders to improve the health and wellness of the communities it serves.

**Position Summary**

The Intake and Assessment Coordinator is responsible for screening and assessing for service eligibility of all Behavioural Health Services referrals.

**Job Duties**

- Receives all intakes for BHS programs and triages to appropriate program
- Determines program eligibility and suitability
- Conducts required in-person assessments (ie GAIN Q3, GAIN SS)
- Inputs and maintains intake and admission tracking data on client information system and communicates accurately and efficiently to the Mental Health Manager and the MATW Manager regarding admissions data;
- Works as a liaison between referred individuals and outside agencies and service providers to ensure that correct information is gathered in order to provide an appropriate assessment of service eligibility or transfer
- Maintains waitlist and coordinates intake cycles with MATW Manager
- Works closely with Mental Health Counsellors, Facilitator/Case Managers and Registered Practical Nurses of MATW to ensure continuity of services and minimize barriers to service
- Attends communities to conduct intake as required
- Attends all relevant meetings with communities and partners. Participates in health fairs, career fairs and other events as identified relevant
- Builds cooperative working relationships with community members, partnering organizations, and other health service providers

- Documents in accordance with FFTAHS Documentation Standard
- Maintains and promotes safety by being a proactive safety leader and by following safe work practices and policies as prescribed
- Performs other related duties as assigned

### **Qualifications**

- Diploma in Social Services or similar discipline or an equivalent combination of education and work experience
- Must have or be willing to obtain Global Appraisal of Individual Needs (GAIN) suite of tools certification
- Must possess valid driver's license, have clean driver's abstract, and be insurable
- Current updated immunization required
- Must possess or be willing to obtain current First Aid and CPR qualifications
- Employment is conditional upon successful completion of a vulnerable sector criminal records check.

### **Requirements for Submissions**

Interested candidates are invited to submit a cover letter and resume, including three employment-related references and reference the competition **#2021-BHS-EXT-18** on your cover letter and envelope (if applicable), no later than:

**4:00 p.m. CST on Wednesday, September 16, 2020.**

Hiring Committee

Mail: P.O Box 608, Fort Frances, ON, P9A 3M9

Fax: (807) 274-9669

E-mail: [humanresources@fftahs.org](mailto:humanresources@fftahs.org)

*Internal posting includes FFTAHS employees, members and employees of 10 First Nations and Indigenous organizations and employment agencies within the Fort Frances Tribal Area First Nations. On your cover letter, you are encouraged to identify that you are a member of a First Nation community.*

*Fort Frances Tribal Area Health Services Inc. is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miigwech, thank you.*