



Building Futures Together

Internal/External Posting

Complex Special Needs Coordinator .5 FTE Contract

Nature of the Job: The Complex Special Needs Coordinator is accountable for the service quality consistent with Keystone's Strategic Plan. The Complex Special Needs Coordinator will be responsible for service coordination, communication with families and service providers, case manager (non-clinical) for CSN clients, report writing, and collection of data.

Qualifications:

- Bachelor's degree in Social Services, Education or Health.
- Previous related experience.
- Bilingual in French is an asset
- Strong organizational and both written and oral communication skills.
- Knowledge of computer applications.
- Ability to work independently.
- Valid driver's license and access to a reliable vehicle.

Rate of Pay: Starting rate is \$30.46 per hour plus 8% in lieu of benefits.

Location: Owen Sound

Start Date: September 4, 2018

End Date: March 29, 2019

Location: Owen Sound, ON

Apply to: Human Resources
KeyHR@keystonebrucegrey.com

Date Posted: July 19, 2018

Closing Date: July 31, 2018 at 4:30 pm

Only those applicants who are qualified and meet all criteria will be granted an interview

Applicants are encouraged to self-identify and notify Human Resources Services if any accommodations are required to participate in the recruitment process.