



Job Reference #: AFTC Family Therapy Intake (November 2022)

Aurora Family Therapy Centre (AFTC) is an incorporated, non-profit, charitable organization with its own Board of Directors. AFTC serves the people of Winnipeg and other communities in Manitoba in four major ways: As a United Way member agency it offers affordable therapy to couples, families and individuals; It provides the clinical facility where students in the Master of Marriage and Family Therapy (MMFT) program at the University of Winnipeg do the majority of their clinical training; We have a vibrant Newcomer Community Development Program funded through the Government of Canada and the Province of Manitoba that assists newcomers in successful settlement in our community; We lead a unique service model that brings together community, community-based agencies and the formal mental health system in an interdisciplinary team that provides for the needs of newcomers with moderate to severe trauma/PTSD through clinical treatment, cultural healing, trauma informed services and therapy. AFTC strives to be culturally sensitive, inclusive, and accessible.

We are seeking one (1):

**Part-time Intake Worker (approximately 10 hours per week @ \$25 per hour)
for a 8 month term with the possibility of renewal.**

Position Overview: The Intake Worker will be responsible for providing information on AFTC's programs and services to potential clients and assist in the agency's intake process.

Duties include:

- Serve as the first point of contact for individuals, couples and families seeking services from AFTC
- Provide up-to-date information on AFTC's various programs and services
- Complete intakes from a professional and trauma-informed approach by providing a supportive response, screening for eligibility, gathering the required information and ensuring all registration documentation is submitted in an organized and timely manner
- Refer clients to additional external services and resources when appropriate/necessary
- Maintain confidential client documentation and records according to Aurora's procedures
- Attend ongoing meetings with assigned supervisor
- Provide reasonable flexible appointment times for clients that may include evenings and weekend

Qualifications and Skills Required:

- Be a current student in the University of Winnipeg's Master of Marriage and Family Therapy (MMFT) Program who has completed at least one supervised clinical practicum
- Demonstrate strong clinical skills and judgment
- Provide a welcoming and supportive response for clients seeking AFTC services
- Maintain client confidentiality when dealing with private/sensitive information
- Have strong organization and communication skills (both written and verbal)
- Take initiative and work well under minimal supervision

- Be knowledgeable of relevant community resources and services
- Have a flexible schedule and be available weekdays and evenings (majority of hours will be in the evening)
- Able to produce a current (within 12 months) clear Criminal Record Check and Child Abuse Registry Check

Interested students should provide a resume and one (1) reference from their practicum supervisor to:

Wanda Yamamoto, Direction of Finance and Administration
Aurora Family Therapy Centre

Email: w.yamamoto@aurorafamilytherapy.com

Deadline to apply is Friday, November 11, 2022 @ 4:00 p.m.

Aurora is committed to equity, diversity and inclusion and recognizes that a diverse staff enriches the work and is essential to institutional excellence. We welcome applications from all qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application. We thank all who apply and advise that only those selected for an interview will be contacted