



Job Reference #: NMHP Intake (October 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 an United Way 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 (.5 EFT) Newcomer Mental Health Program Intake Worker
for a 2 year term ending March 31, 2024**

Position Overview: The Mental Health Program Intake Worker, in collaboration with the Director of Mental Health Services, will provide support for Aurora's Newcomer Community Collaborative Mental Health Service. This position reports to the Director of Mental Health Services. The incumbent will have the ability to demonstrate skills that are respectful, supportive, constructive, empowering and have a passion for clinical work and program development. Knowledge and experience related to trauma (including trauma resulting from war/conflict), trauma-informed care, PTSD, and working across culture is required.

Duties include:

- Serve as the first point of contact for individuals, couples and families seeking mental health services
- Provide up-to-date information on AFTC's various programs and services
- Coordinate incoming referrals including conducting intakes from a trauma-informed and culturally-sensitive lens, providing a supportive response and crisis management (if needed), screening for eligibility and gathering the required information in a organized and timely manner
- Assist in the data collection, preparation and submission of quarterly and annual reporting.
- Refer clients to additional external services and resources when appropriate/necessary
- Maintain confidential client documentation and records according to Aurora's procedures
- Provide reasonable flexible appointment times for clients that may include evenings and weekend
- Network, liaise and collaborate with external service providers, community partners, ethnocultural communities and faith groups to help promote AFTC programming.
- Attend staff meetings and participate in staff gatherings to build community and foster professional development.

Qualifications and skills Required:

- Bachelor's degree in a relevant field (Social Work, Human Rights, International Development Studies, etc.). Graduate students in a Masters of Marriage and Family Therapy Program who have completed at least one supervised clinical practicum are also welcomed to apply. (A combination of different education, skills and training may be considered)

- Knowledge and experience related to trauma (including trauma resulting from war/conflict), trauma-informed care, PTSD, and working across cultures is required.
- Strong organizational and communication skills (both written and verbal)
- Demonstrated strong clinical skills working with diverse client population
- Demonstrated experience working with refugees and interpreters and knowledge and experience of refugee process, experiences and supports.
- Fluency in languages relevant to our client populations is considered an asset
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Demonstrated ability to establish and maintain strong working relationships with others
- Demonstrated ability to effectively manage multiple priorities and meet deadlines
- Demonstrated ability in taking initiative and working well under limited supervision
- Demonstrated ability to maintain confidentiality when dealing with private/sensitive information
- Demonstrated ability to remain calm and composed during stressful/emotionally charged situations
- Able to produce a current (within 12 months) clear Criminal Record Check and Child Abuse Registry Check

The salary range for this position is \$60,000 - \$66,000 (based on 1.0 FTE) and will be based on the successful candidate's combination of education and experience.

Please submit a cover letter, resume & three letters of reference (for MMFT in practicum, one reference letter should be from your practicum supervisor) to:

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

Email: w.yamamoto@aurorafamilytherapy.com

Deadline to apply is Tuesday, November 15, 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.