

## **Transition to Adulthood Support**

The Transition to Adulthood Support is responsible for receiving and organizing client intake, payments, and processes related to Transition to Adulthood Services. The Transition Support will report directly to the Transition Team Lead.

All duties will be carried out in a manner consistent with the Mission Statement and the Policies and Procedures of The Children's Link Society.

Contract position through The Canada Summer Jobs Grant. Hours (**30 hours/week at a rate of \$18.50/hr for 9 weeks with the possibility of an extended contract**) require flexibility as dictated by the needs of the organization and the families it supports. Work from home an option. Contract is through the Canada Summer Jobs Grant.

### **Applicants must meet the following criteria:**

- Must be between 15 and 30 years of age (inclusive) at the start of employment;
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred

### **General Expectations:**

- Ensure all clients have access to up-to-date, and relevant information and resources
- Promote communication and information sharing between resources and services within Region 3 - Calgary and Area community agencies
- Attend staff meetings, team meetings and scheduled training sessions
- Communicate appropriately and effectively with all team members
- Respect and follow office procedures and protocol
- Effective utilization of all resources critical to the operation of The Children's Link Society
- Identify and participate in annual professional development opportunities
- Complete and submit timesheet, expense forms and nominal roles within 5 business days of the end of the month

### **Key Accountabilities**

- Provide reception and payment processing services to clients;
- Attend events as required to support and promote Children's Link;
- Ensure necessary documentation requirements are clearly communicated to clients before they are referred to Transition Services;
- Support Transition Workshops;
- Provide monthly statistics and reports to the Transition Team Lead;
- Provide changes in agency/program contact information to appropriate team members to ensure that templates, information lists, etc. are updated;
- Seek appropriate consultations (internal and external) to support families;
- Maintain a secure filing system;
- Organize necessary intake documents for families when applicable including: PDD, AISH, Guardianship and Trustee Applications;
- Ensure referrals are delegated and organized appropriately;
- Participate in a training program with Transition Team to learn how to do AISH, PDD, Guardianship and Trusteeship applications and related family support;
- Complete follow up procedure with identified referrals;
- Input completed referrals into database;
- Ensure website has updated transition resources;

### **Requirements:**

- Personal experience with a child with special needs is a benefit
- An appreciation of issues relevant to diversity

**Knowledge of:**

- Non-judgmental practice
- Trauma-informed approach
- A family-centered care approach
- Strengths-based approach
- Natural Supports Framework

**Attributes:**

- Empathetic Listener; compassionate
- Strong interpersonal, organizational, event planning, and communication skills
- Self-starter and creative thinker
- Honesty and integrity

Children's Link is committed to employment equity and encourage candidates from diverse backgrounds, abilities, and experiences to apply. We thank you for your interest in this role.

Please send your resume and cover letter to Lorna Selig, Transition Lead, [lorna.selig@childrenslink.ca](mailto:lorna.selig@childrenslink.ca)

**Closing Date --May 6th 2021**

