

Strongest Families Institute



**Location: Lower Sackville
INTAKE/EVALUATION ASSISTANT**

Job Summary

Strongest Families Institute (www.strongestfamilies.com) delivers children's mental health care from a distance using educational materials and telephone support. Intake/Evaluation Assistant administer semi-structured interview pre and post Strongest Families treatment.

Duties and Responsibilities

1. Administers semi-structured interviews/questionnaires to parents and families based on specified protocol regime using a computerized system
2. to report any client concerns or safety issues immediately to direct supervisor or supervisor on call
3. Ensures that clients are serviced in a timely manner
4. Ensures that continuity of care is delivered to clients as per Strongest Families protocol procedures
5. Maintain the client file with adequate and accurate documentation
6. Participates in rotational on-call activities for urgent after-hour calls when needed
7. Maintains a flexible working schedule to ensure services are offered at convenient times to the family (i.e. days, evenings, late nights, weekends)
8. Other duties as assigned
9. French first language is an asset

Reports directly to Intake Team Lead and Evaluation Director. The successful candidate will have outstanding interpersonal and organizational skills and a great team player.

Please apply to:

info@strongestfamilies.com
Attn: Naomi LeBlanc