

Transition Coordinator – Edmonton Healing Centre

Position Summary:

This pilot position is generously supported by the Stollery Charitable Foundation. Ongoing funding for this role (past the one-year contract period) is in development.

This is a part-time (0.6), one year contract position under the supervision of the Counselling Program Manager for the Edmonton Healing Centre (a program of Jewish Family Services Edmonton). The Transition Coordinator provides telephone, video, and face-to-face client intakes, information and referrals, client support, and occasional crisis intervention to current and prospective clients. Additionally, this position provides as-needed readiness assessments for individuals seeking counselling, resourcing and referrals to support safety and stability when entering counselling, and support around transitioning to other care services upon counselling termination.

About Our Agency/Program:

At Jewish Family Services Edmonton, we provide vital support to individuals facing social, economic and emotional challenges within the Edmonton community. With over 50 years of service, our organization is grounded in Jewish values, yet we extend our services to individuals from all backgrounds. We are here to walk alongside people and communities during difficult times, ensuring everyone has access to the support they need.

The Edmonton Healing Centre, the counselling program of Jewish Family Services Edmonton, provides accessible, affordable, high-quality individual, couples, family, child/youth, and group counselling as well as community presentations and workshops. Though we specialize in working with grief and loss, we do work with clients of all ages, abilities, and backgrounds.

We offer a friendly and warm work environment and are looking for someone in this position to work three days per week – exact weekdays to be determined. Flexibility to work evenings is an asset, though not required.

Responsibilities Include:

- Providing telephone and face-to-face client intakes, information and referrals, client support, and crisis intervention (where required).
- Provide assessment of and support for readiness to commence counselling, including supporting clients to access appropriate resources and referrals to address access barriers.

- Support clients nearing the end of counselling at JFSE to access other appropriate resources and referrals to ensure continuity of care.
- Maintaining comprehensive client records and files as outlined in the College of Alberta Psychologists *Standards of Practice*.
- Maintain and submit program statistics as required by funding and program requirements.
- Attend team and staff meetings as well as engage in ongoing supervision/consultation.
- Other appropriate duties as assigned by the Counselling Program Manager.

Minimum Required Qualifications:

- Bachelors of Social Work.
- Registration with the Alberta College of Social Workers.
- Experience providing crisis intervention to clients.
- Experience supporting clients with complex needs (e.g., financial instability, housing instability, mental health challenges, physical health challenges, etc.) especially around grief, loss, and trauma.
- Competency in assessing readiness for counselling.
- Knowledge of community resources and supports, including community counselling options, resources that support basic needs, and other resources relevant to safety and stabilization needs.

The Ideal Candidate:

- Has a trauma-informed, grief-informed, and client-centered approach.
- Has experience providing intakes and crisis intervention, and working directly with people affected by grief, loss, and trauma.
- Has experience assessing client readiness for services, assisting clients in being ready to receive counselling services, and connecting clients to further supports after receiving services.
- Has experience in case management and service navigation.
- Is highly adaptable.

- Is highly organized and detail-oriented.
- Is able to work and develop relationships with a wide range of people, both within and outside of the organization.
- Is comfortable working collaboratively with other staff and organizations.

Salary: \$45 000

To apply for this position, please send your cover letter and resume to sarahk@jfse.org. Only applicants selected to be interviewed will be contacted. Position will remain open until a suitable candidate is found.