



**COUNSELLING AND SUPPORT SERVICES of S.D. & G.
SERVICES DE COUNSELLING ET DE SOUTIEN de S.D. & G.**

Counselling and Support Services of S.D. & G. is a non-profit community based agency offering an assortment of community services.

The agency is seeking to fill a permanent, full time Case Manager/Planner position to join the Team of Community Support Services. This position will work out of our Alexandria office and travel is required. This position is compensated at an hourly wage determined by the Collective Agreement.

Position Title: **CASE MANAGER/PLANNER**

Reporting Relationships:

Reports to: Director of Community Support Services

Training/Education:

The minimum level of training/education required to fulfill the core requirements of this position include a College diploma in the Social Services field or equivalent. The position requires that the incumbent be fluently bilingual in both French and English, written and spoken. Knowledge of the principles of case management, demonstrated time management and organization skills are required. Working knowledge of relevant legislation in support of people with intellectual disabilities. Must possess well-developed skills including but not limited to, courtesy, diplomacy, assessment, prioritization, documenting, analytical and reasoning skills, team work and confidentiality.

Experience:

The position requires a minimum of 3 years previous related experience working with people who have an intellectual disability and experience in case management and documentation.

Job Summary:

The Case Manager/Planner provides case management support and individualized service planning to promote and support adults with an intellectual disability to live within the community and to achieve their maximum potential. The outcome of case management and planning and therefore this program is to foster independence that provides the client with the tools necessary to manage their own lives with the supports that exist around them, consisting of both natural and social service supports.

We are inviting interested candidates to submit their curriculum vitae before 4:00 p.m. on August 18, 2017 at the following address:

Sarah Good, Director of Human Resources and Administration
Counselling and Support Services of S.D. & G.
26 Montreal Road Cornwall, Ontario K6H 1B1

You can also e-mail your resume to: sgood@css-sdg.ca

While we appreciate all responses, only candidates under consideration will be contacted.