



**Intake Assistant – Summer Position  
(8- Week – 35 hrs/week)**

*Family Service Thames Valley is a not-for-profit multi-service agency serving the community through counselling, advocacy, financial and wellness education, community development and outreach services. Our services support a vision of a safe, inclusive and vibrant community where all people live in meaningful, supportive relationships, able to realize their potential as active participants.*

The Intake Department at Family Service Thames Valley provides timely access to counselling support services for individuals, couples and families presenting with a broad range of concerns.

Reporting to the Intake Counsellor, the Intake Assistant will provide telephone intake and assessment services for the Counselling Programs. The successful candidate will manage counselling requests, crisis intervention, provide information and appropriate referral, follow up and documentation. Proven computer skills are a must for this position (MS Office, and ability to learn case management database).

The successful candidate needs to be currently enrolled in social work or counselling psychology program. Current Police Records Check & Vulnerable Position Screening is required.

To qualify for this position funded by Canada Summer Jobs initiatives candidates must be:

To qualify for this position, candidates must be:

- Registered as a full-time student in 2019/20 and intend to return to school on a full time basis in September 2019
- Be under 30 years of age at the start of employment

We thank all applicants for their interest, only those selected to proceed will be contacted.

Family Services Thames Valley is an equal opportunity employer and committed to administrative fairness and equitable employment practices, should you require accommodation in making an application please contact Brenda Tipping at 519-433-0183 ext. 8301 or [employment@familyservicethamesvalley.com](mailto:employment@familyservicethamesvalley.com).

***Please submit in confidence a cover letter and resume by 5 pm on May 15, 2019.***

***Human Resources***

***Family Service Thames Valley***

***125 Woodward Avenue***

***London ON, N6H 2H1***

***[employment@familyservicethamesvalley.com](mailto:employment@familyservicethamesvalley.com)***