



## **CAREER OPPORTUNITY**

### **About Lethbridge Family Services**

In operation since 1910, Lethbridge Family Services (LFS) is the tenth largest employer in Lethbridge, serving 8,100 clients annually through 380 employees. LFS stewards an annual budget of over \$21 million and has numerous contracts. LFS is a highly-accredited charitable organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta. The organization is devoted to providing services to those in need, regardless of socioeconomic status, ethnicity, language, religion, gender identity, and family structures. We offer community-based support to facilitate human potential, choice, and independence. Through advocacy, public education, prevention, intervention, and community development, LFS responds to emerging family needs.

We offer a supportive, inclusive team environment with a strong commitment to work-life balance. We provide a competitive remuneration package, including a comprehensive benefit plan, generous vacation and personal time, employee and family pricing program for cellular service, and a discounted fitness membership. We support your career through opportunities to learn and grow, including paid professional development opportunities and on-the-job coaching and support. Our “family” culture supports many opportunities to participate in events including social club activities, annual holiday parties, and recognition events. Check out our website at [www.lfsfamily.ca](http://www.lfsfamily.ca).

**Position:** INTAKE WORKER – Full-time

**Department:** COUNSELLING, OUTREACH AND EDUCATION

**Hours:** Monday to Friday- 35 hours/week, flexible schedule

### **Position Overview:**

The Intake position will provide Intake services to community members seeking counselling from our Counselling team. Excellent customer service responsiveness coupled with the ability to provide efficient and effective response to intake requests is a basic requirement of this position.

### **Key Responsibilities:**

Responsibilities include:

- Complete screening process for community members hoping to receive counselling from our counselling program.
- To schedule intake clients and maintain a client list on a daily basis.
- Keep current regarding existing community/regional resources as well as Lethbridge Family Services programs and services.
- Attend community and organization’s meetings



**Qualifications:**

- A degree in Social Work, Psychology or relevant qualification. Registration with a Professional Body is an asset.
- Be computer literate and able to provide intermediate or higher levels of proficiency in data entry, word processing and spreadsheet applications.
- Demonstrate excellent time management, interpersonal and written/verbal communication skills.
- The successful candidate will be required to provide a Police Information Check.

**Start date:** July 10, 2023

**Application deadline:** June 7, 2023

**Please submit, in confidence, a resume and cover letter referencing job posting 23COE10 and where you viewed our ad:**

**Email:** [humanresources@lfsfamily.ca](mailto:humanresources@lfsfamily.ca)

**Web:** [lfsfamily.ca](http://lfsfamily.ca)

**We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.**

***Lethbridge Family Services is an equal opportunity employer.***

