



We are hiring: CIRCLE CARE COORDINATOR

ROLE AND RESPONSIBILITIES

The Circle Care Coordinator is responsible for the coordination of community referrals Committee Members (program departments). The Circles attempt to deal with the impacts of generational trauma in the community in a wholistic way. This includes referral and coordination of services that support families, clients, individuals. Stakeholders to navigate through a circle process that will help address community trauma in the least intrusive way. With the help of program partners, community resources can be applied to parents, caregivers in identifying and accessing community resources.

- Coordinates and facilitate committee meetings, minutes, record keeping, follow-up and ensuring all tasks are completed.
- Reviewing referral information.
- Preparing participants by explaining the meeting agenda, ground rules to ensure safety, as well as expected outcomes.
- Complete meeting outcomes, report and distribute to participants.
- Comply with traditional protocols and best practices related to meetings.
- Develop culturally based safety, wellbeing and supportive programs geared towards helping youth in care and formally in care.
- Conduct intakes, needs assessments in all referrals.
- Facilitate client referrals through in-person, phone or email.
- Follow-up with clients to ensure support and services requested are being accessed and have been completed.
- Connect clients and families to appropriate services offered in the community.
- Support partnering organizations in identifying resources available for caregivers, children/youth/parents' families.
- Engage clients in identifying needs and developing a personalized action plan to guide each client's progress.
- Adhere to OLFS policies and procedures.
- Organize and maintain a safe, clean, and professional work
- Ensure operational goals are completed as it relates to child and family services functions.
- Other duties as reasonably related to the job/position.

Contact/application information:

To be considered for our recruitment round, please submit your resume with the following to lynda.curtis@olfs.ca :

1. Cover Letter
2. Current resume with dates specified
3. Three reference letters, (1 from a co-worker, 1 from a current supervisor, 1 from a past supervisor)
4. Criminal Check
5. Driver's Abstract

We thank all applicants, however only those selected for an interview will be contacted.

POSTED: May 12, 2025

DEADLINE: May 30, 2025

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- B.I.S.W. B.S.W. preferred, bachelor's degree in human services related field
- 3 years relevant experience working with children and families.
- Valid class 5 driver's license with acceptable abstract
- Clear criminal record with vulnerable sector

COMPETENCIES

- Knowledge and experience of family dynamics
- Understanding of *The Child and Family Services Act of Saskatchewan*
- Work under pressure and stress situations
- Experience in program development and planning
- Strong principles and ethics
- Work under pressure and stressful situations
- Attention to detail
- Excellent organizational and time management skills
- Physical ability to lift up-to 20lbs

HAZARD ASSOCIATED WITH JOB

- Physical and cognitive ergonomics
- Aggressive incoming calls
- Travel