



JOB OPPORTUNITY

POSITION:	CLIENT INTERVENTION ASSISTANT AND LEARNING DISABILITY ASSOCIATION (LDA) ADMINISTRATIVE SUPPORT		
POSTING STATUS:	Six to Nine Month Part-Time Contract Position with the Possibility of Renewal		
HOURS:	Up to 18 hours per week	RATE OF PAY:	\$13.00 - \$15.00 per hour
DUTIES: <ul style="list-style-type: none">• Administrative duties including, but not limited to, file management, bring forward systems, photocopying, scanning, answering phones and taking messages;• Review client documentation (e.g. psychological assessments, school reports, medical records) to determine eligibility for Ontario Disability Support Program (ODSP) – Income Maintenance;• Schedule client appointments and maintain various schedules;• Maintain client files and follow-up on outstanding documentation;• Maintain program statistics and produce monthly reports;• Prepare client intake materials;• Complete contract forms;• Other designated tasks as assigned.			
QUALIFICATIONS: <ul style="list-style-type: none">• Relevant post-secondary education;• Knowledge of psychological assessment and how psychological assessment results can help direct service provision and the need for income support;• Effective verbal and written communication skills;• Excellent organizational and problem solving skills;• Experience in the Microsoft Office suite of products and other related programs;• Must have a satisfactory up-to-date police clearance.			
HOW TO APPLY: <ul style="list-style-type: none">• Apply in writing no later than 4:00 pm on Friday, October 7, 2016 with a cover letter and resume to: Linda Anderson, HR at info@ldawe.ca			

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

LDAWE is committed to providing appropriate accommodations in all parts of the hiring process to aid people with disabilities, upon prior disclosure or request.