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*Haldimand-Norfolk REACH is a multi-service agency, providing Children’s Mental Health Services, Autism & Behaviour Services, Developmental Services, Youth Services, Adult Counselling Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.*

*H-N REACH serves as the Lead Agency for Haldimand Norfolk Children’s Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children’s services.*

*H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.*

**Autism & Behaviour Services Unit**

**RESOURCE COORDINATOR Ref. #2025-43**

*Part-time (0.8 f.t.e.), Permanent, Salaried*

*-28 hours per week*

***Salary:*** *Step 1 $48,592 - Step 2 $54,665 - Step 3 $60,739*

***Benefits:*** *Comprehensive Benefits Package*

**Responsibilities:**

* Collaborate with colleagues, community service providers and community members in establishing and maintaining a coordinated information data management system for the system of services and community resources
* Provide intake services to individuals and families requesting service from a MCCSS funded program (children’s mental health, and children with developmental disabilities) within Haldimand-Norfolk (HN) and for those services outside of HN designated as contactable services for individuals/families of HN; utilizing a common intake tool
* Review and track fees through database and coordinate scheduling with staff and families
* Complete and share referral, intake and discharge information for partner programs (i.e., Caregiver Mediated Early Years, Entry to School) to ensure statistical data is timely and accurate.
* Contact service participants that are on wait for Autism & Behaviour Services to ensure timing of service is appropriate for family
* Prepare documentation for Core Clinical Services which includes schedule, invoices, receipts, monthly fee statements
* Complete quotes, review fees, financial and cancellation contracts with families within Core Clinical Services.

**Qualifications:**

* University degree in social sciences or acceptable equivalent
* Three to five years work-related experience in child development and/or children’s mental health services
* Highly developed skills in assessment of needs, service coordination, advocacy and program planning
* Excellent written & verbal communication skills; including skills in Microsoft Office and data entry
* Knowledge of Haldimand & Norfolk communities and their resources
* Proof of vaccination will be required based on Public Health Guidelines
  + - Vulnerable Sector Record Check (includes Criminal Record & Judicial Matters Check) and Children’s Aid Society Declaration/Release
* Possession of a valid driver’s licence, $2 million vehicle liability insurance, clear Driver Abstract and use of a vehicle.

**Applicants are welcome to email** [**the**](mailto:earlylearning@hnreach.on.ca) **Autism & Behaviour Services Manager, Sue Bailey,** [**sbailey@hnreach.on.ca**](mailto:sbailey@hnreach.on.ca) **for more information about the benefit package and career growth opportunities, or to find out more about working at H-N REACH.**

**Please submit a cover letter (citing the reference # above) & resume by email to** [**jobs@hnreach.on.ca**](mailto:jobs@hnreach.on.ca) **by September 29th, 2025 to:**

Lynn Tessaro, Human Resources Manager

**Haldimand-Norfolk REACH**

101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

**Website:** [**www.hnreach.on.ca**](http://www.hnreach.on.ca)

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*Only those selected for an interview will be contacted*

*Please contact us if you require accommodation*

*A United Way member Agency*