



**Women's Health in Women's Hands**  
Community Health Centre  
2 Carlton Street, Suite 500  
Toronto, Ontario M5B 1J3

**T: (416) 593-7655**

**F: (416) 593-5867**

**Website Address: [www.whiwh.com](http://www.whiwh.com)**

Women's Health in Women's Hands is a community health centre providing primary health care to Racialized women from the African, Caribbean, Black, Latin American and South Asian communities in Metropolitan Toronto and surrounding municipalities. We are committed to working from an inclusive feminist, pro-choice, anti-racist, anti-oppression and multilingual participatory framework.

The Centre offers the following exciting opportunity for a professional, motivated and dynamic individual to join the team.

**Intake Counsellor**  
**Full Time – Permanent**

The Intake Counsellor shall work within the mandate of  
Women's Health in Women's Hands Community Health Centre

**Specific responsibilities include:**

1. Perform intake assessment and assignment, advocacy, crisis intervention and systems navigation to individuals, groups and the community.
2. Assist in client crisis intervention and suicide intervention
3. Strong knowledge of the social determinants of health and issues that affect racialized communities
4. Provide client advocacy services and broker/mobilize available social, financial, and institutional resources
5. Facilitate client referral for internal and external resources
6. Assist clients and the community to build support networks
7. Ensures that required documentation is completed and available in the client's health record in a timely manner that meets professional standards of practice
8. Coordinate/ participate in chart reviews, case conferencing and quality improvement initiatives
9. Participate in development, implementation, monitoring and evaluation of knowledge sharing and health promotion programs and services for individuals, groups and the community
10. Perform other duties as assigned

## **QUALIFICATIONS**

1. Bachelor's degree in a relevant discipline from a recognized university or equivalent certification in a recognized social service worker program
2. Three to five years relevant or equivalent experience in a community setting.
3. Proficiency in current assessment, counselling, case management and crisis intervention techniques
4. Experience in program development, implementation, monitoring and evaluation
5. Knowledge of women's health issues
6. In addition to English, knowledge of a language spoken within one of the four priority communities, an asset
7. Proficiency in the use of computers, Microsoft Office (Excel, Word, PowerPoint, Outlook), and various other software applications

Women's Health in Women's Hands offers a salary consistent with salaries across the Community Health sector, and commensurate with experience and qualifications. In addition, Women's Health in Women's Hands offers a multidisciplinary team environment where work-life balance is valued and practiced.

To apply for this challenging opportunity in a dynamic organization please forward your resume and cover letter with subject line: **Intake Counsellor** to the attention of:

### **Attention:**

**Human Resources**

**Women's Health in Women's Hands Community Health Centre**

**2 Carlton St. Suite 500**

**Toronto, ON**

**M5B 1J3**

**-OR-**

**-OR-**

**Email: [recruitment@whiwh.com](mailto:recruitment@whiwh.com)**

**Fax 647-724-3451**

**OPENING DATE: May 20, 2021**

**CLOSING DATE: May 27, 2021**

**Women from the priority populations are strongly encouraged to apply.**

**We are an equal opportunity employer and we welcome and encourage applications from all qualified candidates.**

**Accommodation will be provided on request.**

**We thank all candidates for applying, however, only those selected for an interview will be contacted.**