

Intake Phone Assessor

Temporary Contract Position – 6-month contract

The Agency We are a Child Welfare and Child & Youth Mental Health agency committed to service excellence, teamwork and participation in decision-making. We respect and value diversity and operate from an anti-oppression framework. Located in the prime recreational area of Simcoe County and the District of Muskoka, we provide the opportunity to combine a career with a lifestyle of your choice.

Simcoe Muskoka Family Connexions (SMFC) strives to be a reflection of the diverse communities it serves. As a result, we encourage applications from traditionally underrepresented communities such as people living with a disability, racialized people, Indigenous peoples, people of different faiths and people from diverse gender, gender expression and 2SLGBTQ2SIA+ identities.

If you are of the aforementioned identities, and feel comfortable making it known, please feel free to do so with the knowledge it will be kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code throughout the recruitment process.

The Job This is a temporary position based either from the Barrie or Huntsville Intake offices. The incumbent will report to the Intake Service Manager and will have primary responsibilities for handling telephone intake responsibilities for the Society, completing initial assessment and documentation on referred cases. This is a CUPE Local 5319 Bargaining Unit position.

Qualifications

- Post-Secondary diploma in Social Services Worker Program or related degree or diploma. Experience working with at-risk populations is an asset.
- Ability to accurately assess risk based on intake information.
- Demonstrated ability to assess and support people in risk situations.
- Excellent interpersonal, verbal and written communication skills.
- Strong time management skills and ability to work effectively under pressure.
- A thorough understanding of anti-oppression values and principles
- An appreciation of and ability to work with a diverse community.
- Bilingualism (French/English) is a highly desired asset

Compensation: The salary range is \$56,559 to \$69,783 commensurate with experience.

Applications by: November 20, 2025

Internal Candidates: [Login ADP>Myself>Talent>Career Center> Intake Assessor - Temp Contract \(1125\)](#)

External Candidates: [Intake Assessor temp \(1125\)](#)

We thank all applicants, however only those under consideration will be contacted.

Accommodations at Simcoe Muskoka Family Connexions

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705.726.6587. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.