



**Intake Counsellor (Part-time)**  
**Counselling Services**  
**12-month Contract/ 21 hours per week**

Family Service Thames Valley is looking for a part-time Intake Counsellor skilled in assessing people's needs who present a broad range of issues. The Intake Counsellor is the point of entry for individuals, couples, and families in the London/Middlesex area seeking counselling services at the agency.

Reporting to the Director of Counselling Services, the Intake counsellor will provide telephone intake and assessment services for the Community Counselling Program. The successful candidate will manage counselling requests, risk assessment, crisis intervention, provide information and appropriate referral, follow up and documentation. Proven computer skills are necessary for this position (MS Office and ability to learn case management databases). The Intake Counsellor is an onsite London position.

**Why Work for FSTV as an Intake Counsellor:**

- Diversity of clients and variety of work
- Access to quality, professional clinical supervision
- Knowledge sharing and networking with supportive colleagues provide a sense of community
- Contribute to a stronger community and involvement in social justice

**Qualifications:**

- Bachelor's Degree in social work or related field (psychology, sociology, health science) and 1 year of clinical experience;
- Excellent verbal and written communication skills;
- Appreciation and experience working with culturally diverse populations;
- Computer skills in Microsoft Word and ability to learn data management systems in agency;
- French language or other second language proficiency is considered an asset.
- Police Vulnerable Sector Check

We thank all applicants for their interest; only those selected to proceed will be contacted.

*Please submit in confidence a cover letter and resume in one pdf document by **August 16, 2024**, indicating the position (Intake Counsellor) to:*

**Human Resources**  
**Family Service Thames Valley**  
**500 South Street**  
**London ON, N6B 1C3**  
**employment@fstv.ca**

Family Services Thames Valley is an equal opportunity employer and committed to administrative fairness and equitable employment practices, should you require accommodation in making an application please contact Deisy Vanegas at dvanegas@fstv.ca or 519-433-0183 ext. 8204.