



The Centre for Child Development

JOB POSTING

Posting #:	CYS-25-03	Union:	HSA Health Services & Support - Community Sector
Job Title:	Intake Assistant	Job Rate:	Grid level 4 (\$24.31-\$25.93/hr. Apr 2024 rates)
Department:	Intake	Hours of Work:	Casual
Location:	Surrey	Reports to:	VP, Child & Youth Services
Status:	Casual	Start Date:	As soon as possible

Job Summary:

Join our team in a dynamic role that supports the Intake team at the Centre which receives over 5,000 referrals for service each year. The intake team plays a key role in ensuring that The Centre can achieve our mission to help children with special needs reach their potential. Become a part of the team at The Centre and make a difference in the lives of children and families! The intake assistant is responsible for supporting the team in receiving and processing new referrals. The successful candidate will work with the team to properly process referrals and enter client data into the electronic medical record.

Responsibilities:

- Checking daily voicemails, receiving phone calls and emails, flagging urgent communications to the team
- Entering client data into the electronic medical record
- Assisting with the creation and maintenance of tracking documents to ensure the efficient and effective processing of referrals
- Updating and maintaining Excel spreadsheets to support the tracking of referrals received by The Centre.
- Creating and distributing documents as requested
- Providing administrative support tasks including editing/formatting, preparing meeting minutes and general correspondence, and any other administrative projects as required
- Assisting with vacation coverage for other team duties as required

Qualifications:

- Grade 12 education or higher
- At least 2 years previous administrative experience in a similar environment, or equivalent combination of education, training and experience
- Excellent customer service, communication (verbal and written), organizational, time-management, and interpersonal skills
- Excellent knowledge of Windows programs (Word, Outlook, Excel), and experience with database entry
- Criminal record review acceptable to The Centre

Posting Date: February 27, 2025

Closing Date: When Filled

How to Apply: Please apply on-line: [Intake Assistant On Indeed](#)

Who we are and what we offer:

Since 1953, The Centre for Child Development of the Lower Mainland has worked to help children with special needs reach their potential! The Centre has over 200 dedicated staff who support over 7,000 children, youth, and families throughout the South Fraser Region each year.

You will be working in a supportive team environment. Casual employees receive an additional 10% of their straight-time pay in lieu of scheduled vacation and paid holidays, and after working 180 hours, have the option to enroll in BC Medical Plan, Dental Plan, and Extended Health Plan. Learn more about The Centre and our services: www.the-centre.org.

THE CENTRE FOR CHILD DEVELOPMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

We are looking forward to reviewing your application, however, due to the volume of submissions we receive, we are unfortunately unable to respond to everyone. Only shortlisted candidates will be contacted. To comply with Canadian Law, all candidates being offered a position with The Centre must be legally entitled to work in Canada.

Cc: Surrey/ Langley sites, CFRO, HSA Chief Steward