



**Victoria Disability
Resource Centre**
Promoting a new perspective on disability

Victoria Disability Resource Centre

JOB POSTING

Job Title: Information & Referral Officer
Apply to: director@drcvictoria.com
Closing Date: February 13, 2018
Terms: Temporary (6 months) part-time term position – 2 days per week
(14 hours)

Job Summary:

Reporting to the Executive Director, the Information & Referral Officer will be responsible for providing cross-disability related information and referral services to service users and for completing Part 3 of the Income Assistance for Persons with Disabilities application and other financial support applications.

Duties and Responsibilities:

- Provide information by phone, in-person or email for persons with all types of disabilities regarding the various resources and supports for which they may be eligible;
- Make referrals to other programs and services in the community;
- Complete Part 3 of Income Assistance for Persons with Disabilities applications and other financial support applications;
- Keep statistical records as required;
- Take initiative to educate self and network with other service providers;
- Return all emails, voicemails, and messages in a timely manner;
- Support the vision, values and principles of the Victoria Disability Resource Centre.

Qualifications:

- Possess a qualification to complete Part 3 of the Persons with Disabilities Application, such as being a registered social worker, psychologist or nurse;
- Experience working with people with disabilities;
- Knowledge of services and programs available for persons with disabilities in the Capital Regional District;
- Ability to recognize urgent situations, determine priorities and act accordingly;

- Strong interpersonal skills: effective oral and written communication skills;
- Ability to develop and sustain cooperative, positive working relationships as part of a team;
- Be proficient in the use of MS Office;
- Current criminal record check.

Please submit cover letter and resume by email to:

director@drcvictoria.com

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Only applicants invited for an interview will be contacted.