
<u>Title:</u>	Clinical File Coordinator
<u>Contract:</u>	1 Year Contract
<u>Start Date:</u>	As soon as position is filled
<u>Hours:</u>	14-28 hours/week (in office)
<u>Location:</u>	Hamilton

Charity Description:

Beginnings Family Services is a not-for-profit organization that provides counselling and support to expectant parents experiencing unplanned pregnancies and assists people wishing to grow their families through adoption and embryo services.

Counselling:

Beginnings provides counselling services to expectant parents and families in crisis across Ontario, to ensure they have access to information, referrals, community connections, parenting resources, and ongoing support as they make decisions about the future of their family.

Adoption:

Beginnings is a licensed adoption agency. We facilitate open adoptions throughout the province of Ontario, working together with birth families and adoptive families to provide support and guidance every step of the way.

Embryo Donor/Recipient Program:

Beginnings connects individuals choosing to donate their embryos with recipient families hoping to grow their family. Our history and expertise in bringing families together has forged the way for our national open embryo program, the only one of its kind in Canada.

Job Summary:

Provide administrative support for Beginnings Family Services and all agency programs. The primary role of this position is to manage the adoption documentation process, from the time a case is matched (birth parents with adoptive parents), until the file is finalized in the courts, and closed at Beginnings.

Duties and Responsibilities:

- Prepare and send out birth parent reports and documents including social and medical histories, medical letters, or any other documents requested by counsellors and follow up as necessary.

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- Maintain adoption database/CRM and file management system including paper files from intake to closing and maintain monthly statistics for reporting.
- Adoption Proposals - prepare letters and forms and collate social work reports for adoption proposals to the ministry, which includes working directly with Adoption Practitioners to ensure they provide the required documentation. Submit proposal electronically as per Ministry guidelines and respond/follow up as required.
- Arrange birth parent adoption legal consent appointments with lawyers.
- Liaise with court staff to arrange adoption finalization planning and prepare all necessary legal documents. Arrange for adoptive families to meet either in the office or remotely to sign finalization documents.
- Create and revise BFS adoption and Ministry forms and letters as needed.
- Prepare application for health cards, birth certificates, and parent search letters.
- Register adoption placements with the Ministry.
- Create travel letters for adoptive families as needed.
- Prepare hospital, intake, and placement packages for birth parent counsellors and Executive Director.
- Maintain Training Manual and Workflow document and update as required.
- Respond to adoptive family inquiries with regards to adoption process.
- Provide backup reception duties to include answering the phone, logging and directing calls, taking payments, as well as greeting clients and visitors.
- Provide support for fundraising events and campaigns as required.
- Work professionally and co-operatively with other staff members; attend staff meetings, AGM, Strategic Planning sessions.

Qualifications and Skill Requirements:

- College Diploma or University Degree in office administration, legal office, social service/social science field, or equivalent, and relevant experience.
- Self-motivated, flexible, and disciplined team player adept at multi-tasking and prioritizing.
- Must possess excellent time management and organizational skills with a high level of accuracy and attention to detail.
- Must be able to work professionally and co-operatively with other staff members.
- Must have excellent written and oral communication skills.
- Knowledge of the adoption process is an asset but not required.
- Strong computer skills: Microsoft 365, database/CRM, and ability to learn new software.

***Please submit resume with cover letter specific to this position to
megan.dunlop-elms@beginnings.ca***

www.beginnings.ca

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