



Connections Early Years Family Centre

Communicative Disorders Assistant (CDA)

Resumes can be emailed to info@connectwithus.ca

Connections Early Years Family Centre is the lead agency for Talk 2 Me, the local Preschool Speech and Language Program in Windsor and Essex County. We are a family-centered organization that provides integrated support, learning, early identification and intervention services for families with children birth to 6 years of age. Your role as a Communicative Disorders Assistant (CDA) is to provide speech and language intervention services for families with young children, consistent with practice standards and professional ethics of the College of Audiologists and Speech-Language Pathologists of Ontario.

Accountability

You will report to the Executive Director in terms of your overall responsibilities and the Speech and Language Program Manager for day-to-day operations.

Employment Requirements

Hours: 35 hours per week
Evenings and weekend may be necessary.

A valid Ontario driver's License and regular access to a dependable vehicle is required for travel between community sites and main office.

A current Criminal Record Check (including Vulnerable Persons) must be provided.

Purpose

- Responsible for provision of a range of virtual, direct and indirect intervention, which also may include screening and public education
- Responsible for participation in Centre and community programs
- Professional activities, support of direct services and Centre objectives

Qualifications

- Post-secondary undergraduate degree/diploma
- Communicative Disorders Assistant (CDA) Diploma OR completion of the one year post graduate CDA Program
- Relevant internship/placement education experience
- Experience working with preschool children and families
- Eligibility for membership in the Communicative Disorders Assistants Association of Canada (CDAAC)

Responsibilities

- Provide therapeutic treatment services in a variety of modes (individual, group) under the supervision of S-LP staff
- Provide education sessions to children and their families, other professionals and members of the community under the supervision of S-LP staff
- Coordinate groups and educational activities under the supervision of S-LP staff
- Administer screening tools under supervision of S-LP staff
- Maintain documentation in accordance with Centre / program policies, corporate, and professional standards
- Produce and maintain monthly statistical information in accordance with program policies
- Participate in liaison activities with referral sources
- Communicate in a timely manner through all available resources
- Educate other providers and the general public with regards to communication disorders
- Maintain the philosophy, goals, objectives, policies and procedures of the Centre including all related services
- Participate in the planning of Centre and/or program goals, objectives, policies, procedures
- Participate as a member of the team towards development and implementation of team goals
- Share knowledge with other team members and therefore the organization
- Keep the Executive Director fully informed of program status
- Participate in fundraising activities that support the overall services of the Centre
- Provide supervision to students and volunteers as required
- Maintain and promote a safe and clean working environment for all employees, students, visitors, as well as children and family members
- Report any observed risks or hazards to management personnel and taking immediate corrective action whenever safe and feasible
- Attend all Centre staff meetings when appropriate
- Attend to other matters as requested by the Executive Director

Knowledge

The incumbent must demonstrate:

- philosophical commitment to the purpose and values as stated by the organization
- understanding of the principles of family support
- adherence to established standards of professional practice and personal conduct
- knowledge of current evidenced-informed and best practices in communication disorders
- experience in facilitating various modes of service delivery for intervention (individual and group)

Skills

The incumbent must demonstrate the following skills:

- excellent interpersonal and conflict resolution skills as well as the ability to maintain effective working relationships with staff, staff of community agencies and community members
- ability to maintain strict confidentiality in performing their duties
- excellent teamwork skills and the ability to contribute to a positive, harassment-free workplace that respects diversity
- ability to work with diverse populations, multidisciplinary teams and community partnerships
- ability to work independently and to organize time and workload effectively in a complex environment
- excellent verbal, non-verbal and written communication skills
- ability to use the program electronic filing system independently following training/orientation

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- ability to exercise good judgment in recognizing scope of authority
- be honest and trustworthy
- be flexible
- demonstrate sound work ethics

Physical requirements

The CDA will spend time sitting at a work station or desk in order to use office equipment and computers. They will also be required to be able to easily get on or off the floor and sit on child-size furniture. They must independently be able to move, lift and transport assessment and therapy materials between community sites.

Environmental Conditions

The CDA has their own workspace located in an office area and out at community sites located in schools, child care centres and EarlyON Centres. The incumbent must meet and maintain communication with families and other early learning professionals on a regular basis.

Mental Demands

There are a number of deadlines associated with this position, which may cause stress. This position has minimal sustained direction in carrying out responsibilities and duties.

Connections Early Years Family Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.