



Connections Early Years Family Centre

Communicative Disorders Assistant (CDA)

Permanent Position

Resumes can be emailed to info@connectwithus.ca

Connections is a charitable organization that advances the healthy development of families and their children 0 - 6 years through family centered support, early learning opportunities, early identification, and intervention services in English and French.

In the role of Communicative Disorders Assistant (CDA), you will:

- Conduct newborn hearing screening using Automated Distortion Product Otoacoustic Emissions (ADPOAE) and Automated Auditory Brainstem Response (AABR) in hospital and/or community settings, while adhering to protocols and performance standards set by the Ministry of Children, Community and Social Services (MCCSS).
- Provide therapeutic treatment services and education sessions to children and families in a variety of modes (individual, group) under the supervision of a Speech-Language Pathologist.
- Produce and maintain monthly documentation in accordance with program policies and professional standards.
- Educate families, caregivers and other community service providers with regards to communication disorders and the Preschool Speech & Language Program.
- Participate in the planning of Centre program goals, objectives, policies, procedures including fundraising activities that support the overall service of the Centre.

Accountability

You will report to the Executive Director in terms of your overall responsibilities and the Preschool Speech & Language Program Manager for day-to-day operations, with guidance from the Regional Trainer for the Infant Hearing Program.

Employment Requirements

Hours: 35 hours per week

Evenings and weekends may be necessary.

Must be able to travel between community sites in Windsor-Essex County and main office.
A current Criminal Record Check (including Vulnerable Persons) must be provided.

Qualifications

- Communicative Disorders Assistant (CDA) Diploma
- Relevant experience working with infants & preschool children and families
- Eligibility for membership in the Communicative Disorders Assistants Association of Canada (CDAAC)

Knowledge

The incumbent must demonstrate:

- knowledge of current evidenced-informed and best practices in communication disorders
- experience in facilitating various modes of service delivery for intervention (individual and group)
- 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
- aptitude for learning, understanding, and following the infant hearing screening protocol and operation of hearing screening equipment

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 and digital universal newborn hearing screening form independently following training/orientation

Physical requirements

The physical requirements and environment of this position include the following:

- Attend various work locations at community sites located in schools, childcare centres, EarlyON Centres, hospital, etc.
- Sit for prolonged period at a workstation and use office equipment and computers.
- Ability to easily get on or off the floor, sit on child-size furniture, stand for long periods, bending to screen/support small children and newborns.
- Be able independently move, lift, and transport assessment and therapy materials between community sites as well as push a cart and move to different floors/locations in multilevel buildings.
- At all times maintain and promote a safe and clean working environment for all employees, students, visitors, as well as children and family members.

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. Accommodation is available upon request for candidates taking part in all aspects of the selection process.