

Early Years Coordinator

Regular, full-time (35 hours/week)

George Jeffrey Children's Centre (GJCC) is a paediatric health facility in Thunder Bay, Ontario providing occupational therapy, physiotherapy, speech-language pathology, social work, recreation, and behaviour support services to children and youth with physical, communication and developmental needs. At George Jeffrey Children's Centre, we are dedicated to supporting the health and development of young children and their families. Our early years services promote inclusive, family-centered care that helps empower children and families. We are currently seeking a compassionate and organized **Early Years Coordinator** to join our team.

Position Overview: The Early Years Coordinator (the Coordinator) is responsible for managing waitlists and coordinating services for early years programs and specialty clinics. Acting as a key liaison between families, GJCC, schools, community agencies, and other early years service providers, the Coordinator plays a vital role in ensuring timely and effective service delivery for young children and their caregivers.

Key Responsibilities

- Review referrals, determine service eligibility, and assign priority ratings.
- Manage service waitlists and monitor wait times to ensure appropriate service flow.
- Build and maintain strong working relationships with families, school staff, healthcare professionals, and community partners.
- Provide education about GJCC's early years programs and guide families through service processes.
- Support families in navigating their child's developmental journey and accessing appropriate resources.
- Attend client-related meetings and case conferences as needed.
- Refer families to community resources and facilitate transitions as required.
- Lead and promote family engagement initiatives.
- Develop individualized transition plans for children moving to school-based or other programs.
- Collaborate with educational and community organizations to ensure seamless transitions.
- Provide emotional and logistical support to families during transition periods.

To be considered for this position, candidates should meet the following criteria:

- Registered healthcare practitioner under the *Regulated Health Professions Act* or the *Social Work and Social Service Work Act*.
- Minimum 3-years of relevant experience, ideally in early intervention or pediatric rehabilitation.
- Knowledge of local childcare systems, early years and community services, and healthcare legislation.
- Excellent interpersonal, communication, and organizational skills.
- Skilled in facilitation and conflict resolution.
- Comfortable working both independently and collaboratively in a multidisciplinary environment.
- Ability to prioritize, manage time, and respond to changing service demands.
- Proficient with Microsoft Office and adaptable to new technologies.
- Bilingualism and experience with case management are considered assets.
- Valid Driver's License and access to a personal vehicle.
- Current Police Record Check.

Take advantage of this unique opportunity to enrich children's lives, while enhancing your personal growth in our team-based environment. A passion for providing the best possible standard of care and exceptional people skills are key to succeeding in this role. We encourage applications from qualified candidates, who share our vision of empowered and inspired children, youth and families. Qualified candidates may submit resume with covering letter by **June 1, 2025** to:



Human Resources
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