

School Years Coordinator

Regular, full-time (35 hours/week), \$33.79 - \$38.52/hour

George Jeffrey Children's Centre (GJCC) is a paediatric health facility 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 GJCC, we are dedicated to supporting the health and development of young children and their families. Our school-years services promote inclusive, family-centered care that helps empower children and families. We are currently seeking a compassionate and organized **School Years Coordinator** to join our team.

Position Overview: The School Years Coordinator (the Coordinator) is responsible for managing waitlists and coordinating services for the School Years Program. Acting as a key liaison between families, GJCC, schools, community agencies, and other service providers, the Coordinator plays a vital role in ensuring timely and effective service delivery for youth 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 the School Years Program 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 youth moving to adult services 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 paediatric rehabilitation or school-age service coordination.
- Knowledge of local and district school boards/services, community agencies, rehabilitation services and referral processes.
- 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.
- Must hold a valid Ontario Driver's Licence and have access to a personal vehicle.

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 is key to succeeding in this role. We encourage applications from qualified candidates, who share our vision of empowered and inspired children, youth and families. Application must submit a resume with covering letter can be submitted up until **June 28, 2026** to:



Human Resources
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