



JOB POSTING

JOB TITLE:	Service Navigator
STATUS:	12 month Contract to cover a Maternity Leave - Full-Time (35 hours per week)
POSITION LEVEL:	Level 5
SALARY RANGE:	\$43,399.42 - \$58,325.20 (annual)
HIRING RANGE:	\$43,399.42 - \$50,311.83 (annual)
JOB LOCATION:	CITYKIDS - Robertson House (32 Heath Street West, Toronto)

About Mothercraft: Since 1931 Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high quality child care and enrichment programs, to our services for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.

About Mothercraft's CITYKIDS Program: CITYKIDS is a network of agencies working together to provide single point access, coordinated intake and service delivery to children with extra support needs and their families. CITYKIDS serves children from birth to 6 years of age, and children from 6 to 12 years of age attending childcare, who reside within the Greater Toronto Area through a phone-based service navigation service.

Position Description:

- Reporting to the Director, Child & Family Services, the Service Navigator receives referrals and conducts intakes to determine the specific needs of children with extra support needs and their families, and to identify services and supports required.
- Refers and connects children and families to appropriate programs and services, as necessary.
- Creates and maintains required documentation in a confidential manner.
- Acts as an advocate for the child and family.
- Represents CITYKIDS on community networks and committees.
- Conducts outreach and community training.

Your qualifications and experience include:

- Early Childhood Education Diploma or a Bachelor's degree in a related field.
- At least two (2) years of experience working in the field of early intervention for children 0 – 12 with extra support needs, and their families.
- Background and experience in child development and children with extra support needs.
- Experience working collaboratively with community agencies and diverse community groups.
- French language skills are an asset.

You're often described as:

- Having strong knowledge and understanding of early Intervention programs and community services in Toronto.

- A strong communicator with excellent skills in written and verbal communication.
- A collaborative team member and strong organizational skills.
- An individual who strives for excellence in providing care to children.

Position requirements:

- Satisfactory Vulnerable Sector Check.
- Full vaccination with a recognized COVID-19 vaccine.

To apply, email your resume to careers@mothercraft.org by **May 17, 2022**. Internal candidates please quote “**Internal – Service Navigator Contract**”.

We thank all applicants for their interest. Only short listed candidates will be contacted.

Mothercraft is committed to a workforce that is reflective of the diverse populations that we support. We welcome applications from qualified individuals from all backgrounds. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Mothercraft strives to ensure that all recruiting processes are inclusive and barrier-free. If you require an accommodation, please advise the Human Resources Department in advance of attending an interview. We are committed to a selection process and work environment that is inclusive, equitable and accessible.