



POSTING

JOB TITLE:	Service Navigator CITYKIDS – 2 Positions
POSITIONS STATUS:	<u>1 Regular Full-Time</u> (37.5 hrs weekly) and <u>1 Regular Part-time</u> (21hrs weekly)
POSITION LEVEL:	Level 5
SALARY RANGE:	\$41,632.50 - \$55,950.60 (annual)
HIRING SALARY:	\$41,632.50 - \$46,857.75 (annual)
START DATE:	ASAP
JOB LOCATION:	Robertson House (32 Heath Street West, Toronto)

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 supports 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.

Program: CITYKIDS is a network of agencies working together to provide single point access, coordinated intake and service delivery to children with special 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 will coordinate intakes and service navigate to partner organizations who provide support to children (0 to 12) with special needs and their families. The Service Navigator will connect the family to appropriate programs and services through this phone-based service navigation service, as necessary. Other duties will include creating and maintaining case files in a confidential manner, acting as an advocate for the family; representing CITYKIDS on community networks and committees, and conducting outreach and community training.

Qualifications: The successful candidate will have an ECE Diploma or Degree from an accredited institution. The successful candidate must have 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. Must have knowledge and understanding of early Intervention programs and community services in Toronto, and a background in child development and infant mental health. Excellent communication and interpersonal skills are essential for the position. The position also requires demonstrated ability to work collaboratively with community agencies and diverse community groups. Strong organizational and computer skills are also required. Preference will be given to bilingual candidates (English and French).

Qualified individuals are invited to submit their application by **November 12, 2018**. Please quote the following in the subject line either “Service Navigator – Full-time” or “Service Navigator – Part-time”

HR Department
FAX: 416-920-8883
EMAIL: careers@mothercraft.org

*We thank all applicants for their interest. Only short listed candidates will be contacted.
As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, Mothercraft will provide assistance to applicants who request accommodation throughout the recruitment process.