



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Communicative Disorders Assistant

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: Open until filled

Schedule: M-F 8:30am-4:30pm

Compensation: Competitive salary, enrollment in Benefit/Pension plans after 6 months

Position Summary

Responsible to the Child and Youth Services Supervisor, and under the clinical supervision of a Speech-Language Pathologist (SLP), the Communicative Disorders Assistant provides speech-language services, as detailed in the clinical responsibilities below.

Responsibilities

Assist the Speech-Language Pathologist in the delivery of speech-language services as appropriate. This includes:

- Preparation of materials
- Clerical duties
- Performance of checks and maintenance of equipment
- Screening speech-language and hearing, and other developmental screening as needed
- Participation in assessment
- Implementation of treatment plans
- Development and delivery of parent training programs and community outreach events
- Documentation of client progress during and following treatment and upon transition/discharge
- All documentation in the client chart e.g. reports, letters, internal referrals to be co-signed by SLP
- Reporting of unanticipated changes in client performance to supervising SLP
- Participation in clinics, family conferences, parent/teacher meetings (as assigned and approved by SLP)
- Provision of information about community agencies, services, and resources
- Delivery of services according to terms of outside contract, as assigned

GENERAL RESPONSIBILITIES:

1. Participate in all aspects of the interdisciplinary program, e.g., staff meetings, school meetings and client circle of care.
2. Maintain records and statistics as required by the Centre, program(s), SLP service and any outside contract(s).
3. Provide the front desk, Child and Youth Services Supervisor and supervising SLP with changes in treatment schedule.
4. Advise supervising SLP about issues concerning safety and maintenance of clinical equipment/materials.
5. Report concerns regarding clinical equipment safety and maintenance to Child and Youth Services Supervisor.

DEVELOPMENT/DELIVERY:

- Parent Training Delivery
- Group programs
- Community outreach

ORGANIZATIONAL DUTIES AND EXPECTATIONS:

In addition to specific key job responsibilities identified in your position description, the incumbent is also responsible to contribute to and support the overall culture and working environment of the Centre by:

- Providing a welcoming and supportive environment for clients;
- Acting with professionalism and courtesy toward clients, the general public and other staff members at all times;
- Preserving, maintaining and respecting privacy and confidentiality of client and staff information
- Promoting and maintaining the reputation of the Aamjiwnaang First Nation (AFN) and minimizing risk of harm and/or liability to AFN;
- Ensuring a healthy and safe workplace;
- Complying with the AFN's policies and procedures;
- Working in a manner that incorporates the promotion of a healthy lifestyle;
- Incorporating and strengthening an interdisciplinary approach to the AFN's work;
- Working cooperatively with other staff members both individually and in teams;
- Respecting and valuing the diversity of individuals bearing in mind the potential for differences in literacy level, language and functional abilities;
- Contributing to AFN's activities to collect, analyze and report on data, and participate in research;
- Maintaining competence, and where applicable, a professional license to practice;
- Promoting awareness of and participation in AFN activities;
- Contributing to AFN's work through active participation in meetings and committees;
- Demonstrating a commitment to ongoing training and development, by bringing forward own training needs and take responsibility for seeking out relevant training opportunities and participating in workshops and seminars as required and approved;
- Sharing skills and knowledge learned at training and professional development sessions with colleagues;

Minimum Requirements

- Communicative Disorders Assistant Diploma
- Experience with First Nation children and youth is an asset
- Ability to provide service efficiently and effectively
- Willingness to work as part of a team
- Excellent organizational, communication and interpersonal skills
- Superior problem-solving abilities
- Must be available to work flexible hours.
- Must have a valid Ontario driver's license and maintain adequate liability insurance or must have ongoing access to a vehicle and driver for Pathways business.

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5

Attention: Ashley Fisher, Human Resources Officer

Or

humanresource@aamjiwnaang.ca

Or

519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca