Job Posting
Service Navigator

The John McGivney Children's Centre provides paediatric therapy services in the Windsor-Essex County community, enriching and celebrating the lives of children and youth with disabilities to help abilities grow, by providing child-focused, family-centred care. As a HOOPP employer, JMCC values collaboration, honesty, innovation, leadership, diversity, equity and inclusion.

Summary of the Role:

Reporting to the Family Services Supervisor, they will:

- Conduct basic needs assessments that include the needs of the family
- Navigate families in connecting with internal and external services and supports
- Build natural links and opportunities for support between families
- Develop and strengthen partnerships with other service providers to create a seamless experience for families
- Schedule and attend initial intake assessments; Coordinate and participate in team conferences
- Provide follow up with clients who require further support after initial assessment
- Assist with funding applications as appropriate; Assist families in applying for child care services and support the transition
- Assist in the establishment of internal processes that support and strengthen a family-centred approach to service delivery
- Support families and clients through the transition to school process
- Support families during transfer to community partners or other CTCs
- Maintain records in accordance with JMCC policies
- Liaise with community agencies
- Assist in the development of resource material for families

Qualifications:

- Post-secondary Degree or Diploma in Social Science
- Three to five years of experience in child and family work settings
- Excellent communication skills such as solution-focused conversation, parent coaching, interviewing, and guiding to address complex situations
- Strong written and verbal communication skills and computer data inputting skills
- Knowledge, comfort and experience in: The role of a Children's Treatment Centre; Addressing disability challenges; Child development; Community and funding resources available; Recreational and community agency programs; Working with children from birth to 18 years of age
- A valid Ontario driver's license and access to a vehicle.
- Must be available to work flexible hours, as required.
- French Language Proficiency is an asset.

What We Offer:

- Hourly Wage Range - $34.95 - $39.158
- Hours of Work –37.5 hours per week
- Internal & External Posting
- Date Posted: November 18, 2026
- Closing Date: November 26, 2026
- 1 Permanent Vacancy:
  (Vacancy due to upcoming retirement)

Let our staff tell you why they love working at JMCC! Watch our short 5 minute video!

Qualified applicants can submit a resume and cover letter to the Human Resources Department (hr@jmccentre.ca), by 4:00 pm on **November 26, 2026**

JMCC is committed to equity and diversity in the delivery of services and our work environment. Members from equity-seeking groups including Women, Indigenous Persons, Members of Racialized Groups, Persons with Disabilities and Persons of Diverse Gender Identities, Gender Expressions and Sexual Orientations, and groups protected by the Ontario Human Rights Code are encouraged to apply and to self-identify in their resume and/or cover letter. JMCC is committed to a recruitment process and work environment that is inclusive and barrier free. Should interested candidates require accommodations at any time during the recruitment process, please advise us of the nature of the accommodation(s) as soon as possible.