



Communication Disorders Assistant & PLAY Consultant

Are you passionate about making a difference in the lives of children and their families? If you're dynamic, enthusiastic and eager to learn, we'd love to have you on our team at ACT Learning Centre!

Position Overview

We are seeking a dedicated full-time Communication Disorders Assistant (CDA) and PLAY Consultant to join our dynamic team.

In this unique position, you will divide your time between the PLAY Project program and our private Speech-Language Pathology (SLP) practice. In this dual role, you will play a vital part in the innovative PLAY Project program, which operates under the Ontario Autism Program. This caregiver-mediated, play-based model focuses on coaching parents and caregivers to implement individualized strategies that enhance their child's interaction, communication and play skills within the comfort of their home.

As a CDA, you will support our private Speech-Language Pathology practice by providing personalized services under the guidance of our experienced SLP team. This position offers a unique opportunity to work with diverse clients, enabling you to deepen your expertise and make a meaningful difference in their lives.

If you are passionate about empowering children to improve their communication and play skills and are eager to grow in a collaborative and supportive environment, we would love to hear from you!

Position Type

- Full-time, permanent
- 37.5 hours per week

Location

In this role, the successful candidate will work from our clinic locations, with the specific locations selected based on client needs. In addition, the PLAY Project role requires travelling to client homes for service delivery throughout Ottawa and the surrounding area. There are opportunities to complete paperwork from home.

Salary and Benefits

- \$50,719.50 - \$60,703.50 annually based on experience and qualifications.
- Comprehensive benefit package fully covered by the company.



- Paid vacation and sick leave to support your well-being.
- Paid continuing education opportunities to enhance your skills and knowledge.
- Receive reimbursement for travel expenses as required.

Why Work at ACT Learning Centre?

- Support adapted to your needs: Supervision and training are adapted to the clinician's skills and support needs.
- Supportive Team Environment: Join a collaborative and professional team that values your input and provides ongoing support and development.
- Professional Development: Receive paid training and certification in the PLAY Project.
- Flexible Scheduling: Enjoy the flexibility to create your own schedule.

Key Responsibilities

Communication Disorders Assistant

- Implement speech and language therapy plans in clinic, home and/or community settings under the supervision of a registered Speech-Language Pathologist (SLP) as part of the private practice team.
- Create motivating and engaging therapy activities to target goals based on each client's needs and interests.
- Collaborate with the supervising SLP to adapt therapy plans to each client's needs.
- Support pediatric clients with communication challenges, including joint attention and engagement, early language skills, speech sound disorders, AAC and literacy needs.

PLAY Consultant

- Provide individualized service to pediatric clients who present with autism and a variety of other developmental delays or disorders.
- Work with families in their homes on a biweekly basis to help them develop the skills necessary to implement PLAY strategies and techniques with their child.
- Creatively problem-solve to provide individualized treatment programs.
- Model a range of techniques and strategies for families.
- Write individualized reports that include video footage monthly for each client.

In Both Roles

- Work under the supervision of regulated healthcare professionals (e.g. SLP, OT) to support therapy delivery and ensure comprehensive client care.
- Collaborate with interdisciplinary team members as required to best support clients.
- Follow all procedures related to intake, documentation and discharge of clients.
- Maintain strict client confidentiality, including safely maintaining client files.



Requirements

- Diploma in Communicative Disorder Assistant.
- Minimum 1-year experience working with children.
- Preference will be given to candidates with 2+ years' experience working directly with young autistic or neurodivergent children.
- Knowledge of typical and atypical child development.
- Ability to work independently and manage your own schedule.
- Strong communication skills, both oral and written.
- Ability to work independently and co-operatively as part of an interdisciplinary team.
- Ability to use various forms of video conferencing technology (training will be provided).
- Must have reliable access to the internet.
- Flexibility in working hours to meet the needs of clients.
- The ability to provide service in both English and French is preferred.
- Valid driver's license and access to a reliable vehicle and the ability to travel to client homes.
- A successful Vulnerable Sector screen.
- Current First Aid/CPR Level C certification.

About Us

ACT Learning Centre is a leading-edge, dynamic, multidisciplinary practice in Ottawa and Kingston. We are a multidisciplinary team of Speech-Language Pathologists, Occupational Therapists, Social Workers, Registered Behaviour Analysts, Communicative Disorders Assistants, Occupational Therapy Assistants and Supervised Instructor Therapists, providing exceptional services to children and youth with autism or other developmental disorders/delays and their families.

ACT Learning Centre is one of the local providers of the Caregiver Mediated Program under the Ontario Autism Program (the Play Project) and the only local provider of the Entry to School Program (a school readiness program funded under the Early Years Pillar of the Ontario Autism Program). We have a busy multidisciplinary practice with multiple locations throughout Ottawa and a growing private practice in Kingston.

ACT Learning Centre is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment regardless of ethnicity, race, colour, religion, gender, gender identity or expression, sexual orientation, nation of origin, genetics, disability, age or veteran status.

ACT Learning Centre complies with the Accessibility of Ontarians with Disabilities Act (AODA). Accommodation is available on request for candidates taking part in all aspects of the selection process.



Visit <https://actlearningcentre.ca/> to learn more!