# Family and Children's Services of St. Thomas & Elgin

**Our Mission**

We protect and support children and youth in partnership with families and communities.

**Our Commitment to Diversity**

Family & Children's Services of St. Thomas & Elgin is committed to becoming allies with First Nations, Inuit and Métis communities; those of African-Canadian/Black heritage; people with differing abilities; other racially marginalized and LGBTQ2S+ persons, through our Truth and Reconciliation commitments, our ongoing 'Diversity, Equity and Inclusivity' work and antiracism/anti-oppression education. We actively seek candidates from these groups to apply.

## EDUCATIONAL LIAISON

### CASUAL (varied hours), 12 MONTH CONTRACT

**SCOPE OF JOB:**

We are currently seeking a skilled and committed individual to join our team as an Educational Liaison. This position will include advocating for and coordinating supports for the educational needs of children and youth involved with child welfare and will involve the recruitment, and supervision/oversight of the Education Mentors. This is a casual position outside of the Bargaining Unit. Normal office hours are Monday to Friday, from 8:30 am to 4:30 pm, however, this position involves varied casual hours that may occur outside of regular office hours. This is a hybrid position with most work being completed remotely, or in schools. Attendance in office may be required from time to time.

**KEY QUALIFICATIONS:**

- University degree, and an Ontario Teaching Certificate with knowledge of the Educational Act and special education services;
- Demonstrated collaborative leadership within an education setting;
- Management experience within educational administration an asset;
- Knowledge of Child Welfare an asset;
- Demonstrated support of children and youth with special educational needs,
- Excellent verbal and written communication skills with demonstrated ability to write clear, concise reports, computer literate, and the ability to meet deadlines and other administrative requirements;
- Knowledge of the Joint Protocol for Student Achievement (JPSA) as asset;
- Sensitivity to and awareness of issues facing First Nations, Inuit and Métis (FNIM), Black, and 2SLGBTQ+ students;
- Demonstrated knowledge of Anti-Oppressive Practice; and
- A valid G driver's license and use of a personal vehicle.

**MAJOR RESPONSIBILITIES:**

- Advocate for the educational needs of children and youth;
- Provide consultations to guide, counsel and support child protection staff in planning for the educational needs of children and youth;
- Coordinate educational supports and provide culturally responsive system navigation support;
- Resolve issues that impact learning, and strengthen relationships between societies and Boards of Education;



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- Work with school boards to determine student transportation needs;
- Facilitate access to existing educational supports and resources in the school system or community by providing information and referrals that address individual needs and reinforce strengths (includes: tutoring supports, mentoring resources and employment services; training and/or skill development opportunities);
- Facilitate timely exchange of information between schools and societies in accordance with JPSA;
- Leverage existing resources in child welfare and education systems through referrals and collaboration;
- Recommend procedures and practices that will enhance education planning for children;
- Foster communication and linkages with community agencies/organizations to improve access and mitigate barriers to educational services and supports;
- Build system capacity among society and educational staff on how to better meet the educational needs of children and youth; and
- Recruit, and supervise/oversee the Education Mentors.

**REPORTS TO:** Manager of Youth and Kinship

**SALARY:** $30 per hour

**DEADLINE TO SUBMIT RESUME**: March 31, 2026

**Qualified applicants should submit their resumes to:**
Family & Children's Services St. Thomas and Elgin
*Attention: Shelley Wright*
E-mail: swright@caselgin.on.ca

***"Family and Children's Services of St. Thomas and Elgin is committed to a barrier-free, respectful, accessible and inclusive work environment. We will endeavor to remove any barrier to the hiring process to accommodate those applicants with disabilities. Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process."***

***Thank you for your interest in our organization.***
***Only those candidates selected for interviews will be contacted.***

***This is an existing position.***
***Family and Children's Services of St. Thomas and Elgin may use Artificial Intelligence (AI) tools to screen, assess, or select applicants during the hiring process at present.***