



The Centre for Child Development JOB POSTING

Posting #: CYS-26-07

Union: [HSA Health Science Professionals](#)

Job Title: Central Speech Referral Worker

Job Rate: \$40.19 – 50.20 (P1, schedule E, HSPBA)

Department: Psychology and Social Work

Hours of Work: 37.5 hrs/week

Location: Surrey

Reports to: Vice President, Child and Youth Services

Status: Regular Full Time (37.5 hours/
week)

Start Date: September 23, 2026

Job Summary:

The Central Speech Referral Worker is responsible for processing speech-language referrals for the South Fraser Region which are submitted through the Centre's Central Speech Referral office. Specific responsibilities include processing intake forms, obtaining information from families to facilitate referrals, determining eligibility and distributing referrals both internally and to participating community agencies.

This role coordinates a lot of information, collects and maintains information in databases and spreadsheets, as well as acts as a resource for families regarding information and the referral process.

Responsibilities:

- Collects and processes Central Speech referrals in database and spreadsheets
- Creates intake files, scans and attaches appropriate documents
- Forward referral packages and client information to the selected community agency
- Respond to community inquiries related to the referral process and services offered
- Develop and maintain regular communication with participating agencies to facilitate centralized referral process and service to clients.
- Acquire relevant community information on an ongoing basis to support knowledge base and ability to act as a resource for speech and language services and early intervention programs.
- Works collaboratively with the Centre intake worker, as well as with community speech-language partners
- Provide additional support to the Centre intake office when required
- Assist families in making referrals for needed services by identifying appropriate services and helping with referral process, redirect inquiries and referrals when appropriate
- Ensure all intake and referral files are complete with appropriate actions, notes, forms and supporting documentation
- Complete appropriate data entry in Nucleus and tracking spreadsheets
- Distribute spreadsheet statistics and nucleus referral and intake reports as required
- Perform other related duties as required.

Qualifications, Skills and Abilities:

- Valid Early Childhood Educator License to practice issued by the BC Child Care Facilities Licensing Board.
- Valid Special Needs License to practice issued by the BC Child Care Facilities Licensing Board.
- Valid Infant and Toddlers License to practice issued by the BC Child Care Facilities Licensing Board
- Five (5) years recent related experience working in inclusive child care and the community social services sector with a demonstrated working knowledge of family centred service, early intervention, child development, family support and community-based services.
- Criminal Record Review acceptable to the Centre.
- Commitment to Family-Centred Care and excellent customer service.
- Knowledge of medical terminology, office procedures, speech/language and early intervention programs.
- Strong communication, interpersonal and relationship-building skills.
- Ability to work independently and collaboratively, prioritize tasks and meet deadlines.
- Ability to work respectfully with diverse families, communities and service providers, recognizing barriers to accessing services.
- Proficient in Windows, Word and Excel, with an interest in technology and learning new processes.
- Strong organizational skills, including managing files, systems and processes.
- Initiative, adaptability and a passion for working with children.

Posting Date: August 27, 2026

Closing Date: September 8, 2026

How to Apply: Please send your resume and cover letter to HR: hiring@the-centre.org with the position title in the subject line.

Who we are and what we offer:

Since 1953, the Centre for Child Development of the Lower Mainland has been dedicated to addressing societal barriers for individuals with disabilities and supporting vulnerable children and families throughout the South Fraser Region. We are committed to a family-centered, child-focused approach and maintain strong partnerships within the community. By joining our team, you will be part of a collaborative and supportive work environment.

Our regular employees benefit from a comprehensive benefits package, including health and dental coverage, life insurance, paid vacation and sick leave, as well as participation in the municipal pension plan. Additionally, we are a unionized facility under the same contract as hospital therapists (HSA), and student loan forgiveness options may be available. Join us in our mission, and together, let's make a profound difference in the lives of those who need it most.

THE CENTRE FOR CHILD DEVELOPMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

We are looking forward to reviewing your application, however, due to the volume of submissions we receive, we are unfortunately unable to respond to everyone. Only shortlisted candidates will be contacted. To comply with Canadian Law, all candidates being offered a position with The Centre must be legally entitled to work in Canada.