

INTERNAL / EXTERNAL JOB POSTING
Childcare Centre Supervisor
Full-time

Abiona Centre (“the Centre”) is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The Childcare Centre Supervisor contributes to the achievement of the Centre’s mission, vision and strategic directions and objectives by ensuring the smooth operations of the Childcare Centre at the Broadview Campus. The Supervisor plans and implements the programs and services at the Childcare Centre in accordance with CCEYA.

This position provides leadership and functions as a role model and coach to staff to achieve the departmental and organizational goals.

Position: Childcare Centre Supervisor

Term: Full-time

Department: Childcare Centre, Broadview Campus

Reports to: Director, Housing and Community Support

Supervises:

- Assistant Supervisor, Childcare Centre
- ECEs
- ECAs
- Relief ECEs
- Part time and Relief ECAs
- Students
- Volunteers

Qualifications:

- Diploma in Early Childhood Education.
- Member of the College of Early Childhood Educators in good standing.
- Minimum 5 years relevant work experience in a licensed childcare centre.
- At least one year supervisory experience in a Childcare Centre.
- Experience working in a unionized setting an asset
- Extensive knowledge of the Child Care Early Years Act (CCEYA) and Ministry of Education Licensing requirement.
- Knowledge of Toronto Public Health requirements when working in a child care setting.
- Critical thinking, monitoring and observing skills.
- Experience using the app HiMama or other communication platform is an asset.
- Extensive knowledge of College of Early Childhood Educator’s Code of Ethics & Standard Practice.

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- Previous experience working with adolescent mothers is a definite asset.
- Knowledge of child development, infant and early mental health, community resources to supporting families with children 0-6 and the parent-child relationship.
- Experience referring families to community resources.
- Extensive knowledge of Ontario's pedagogy "How Does Learning Happen" and "ELECT" framework in the early years sector.
- Knowledge of CCLS and CSIS will be an asset.
- Excellent interpersonal skills.
- Ability to work effectively with professionals and clients.
- Well-developed verbal and written communication skills.
- Good presentation and group facilitation skills.
- Proficient in Microsoft Office, Outlook and internet applications
- Demonstrated organization and time management skills.
- Ability to multi-task and flexibility in accepting work assignments.
- Current Standard First Aid/CPR certificate.
- A valid Criminal Reference Check – Vulnerable Sector
- All health requirements (immunization) to be met in accordance with the CCEYA and Medical Officer of Health.

**Working
Conditions:**

- 40 hours/week Monday to Friday, with flexibility for some evening or weekend work.
- The Supervisor will provide backup coverage for the Child and Family Program Supervisor.

Closing Date: August 6, 2024; 5:00 p.m.

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

Human Resources
Abiona Centre
1102 Broadview Avenue
Toronto, ON M4K 2S5

Fax: 416-425-4056

OR

Email: hr@abionacentre.ca (please quote "Childcare Centre Supervisor" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

Date of posting: July 22, 2024