

January 3, 2023

Internal/External Job Posting:

Supervisor, EarlyON Child and Family Centre

Permanent Full-Time, 35 hours per week

Posting Number: 2023-01

Davenport-Perth Neighbourhood Centre and Community Health Centre (DPNCHC) is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants within a community development and health promotion perspective. The Supervisor, EarlyON Child and Family Centre will supervise staff, volunteers and placement students and will develop, implement and evaluate relevant projects and initiatives for parents/caregivers and children (pre-natal to six). The services, ranging from infant mental health initiatives, community-based parent-child programs, parent education, child development support, early literacy and school readiness will respond to community needs, address service gaps and increase access to EarlyON services.

Responsibilities

- Supervise staff and participate in designated EarlyON services and networks,
- Develop and maintain effective EarlyON programs, address service gaps and needs, provide for appropriate materials, information, links, referrals and follow-up for parents/caregivers and children and outside agencies,
- Facilitate and or support the facilitation of programs as required,
- Deliver early identification activities related to Child Development and Infant/Children Mental Health,
- Act as a resource to and assist participants and community members to identify issues and concerns and develop appropriate advocacy actions in accordance with DPNCHC's mission and philosophy,
- Assist in developing and implementing an effective communication model for EarlyON programs and services,
- Assist in developing and implementing a Departmental Service Model that includes Effective Practices related to health promotion and early years initiatives,
- Assist in departmental planning process including research/needs assessment, planning, development, implementation and evaluation,
- Assist in and prepare information that support evaluation activities and funding submissions as needed
- Complete funding reports and maintain systems for Early Years data management.

Qualifications

- ECE diploma required,
- Registered and member in good standing with the College of ECE,
- Two to three years' experience coordinating and facilitating early learning programs, services & initiatives
- Experience working with culturally diverse populations in a community-based setting,
- Proven skills in design, development, implementation and evaluation of services, projects and initiatives,
- Extensive knowledge of child development and effective practices related to children 0-6,
- Strong English language writing and verbal skills,
- Demonstrated knowledge of and commitment to social change/analysis, women's/children's issues and cultural competence,
- Strong computer literacy (Microsoft Office, Outlook),
- Williness to work occasional evenings and weekends,
- Ability to speak a second language is an asset.

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Salary Range: \$47,984 - \$51,400 per annum, plus extended health benefits and Healthcare of Ontario Pension Plan (HOOPP). **This position is not part of the bargaining unit.**

Submit cover letter and resume via email to Posting No. 2023-01 to hire@dpnchc.ca or mail to 1900 Davenport Road, Toronto, ON. M6N 1B7.

Due Dates: Internal Applicants: 5 pm, January 11, 2023. External Applicants: 5 pm, January 16, 2023.

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must show proof of vaccination (2 doses) with vaccines approved by Health Canada, unless they have an exemption from vaccination under the Human Rights Code. Also required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume free environment.