



MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

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JOB POSTING EarlyON Program Manager Position (35 Working Hours Per Week)

Malton Neighbourhood Services is a non-profit charitable organization that provides a variety of programs and community support services since 1975. Eligible candidates are invited to apply for the full-time EarlyON Program Manager position.

Position Description:

The EarlyON Program Manager will make sure the department is meeting the goals and objectives of the agency. Planning, evaluating and program staffing, and ensuring service target levels are met. Ensure staff within the department is knowledgeable, independent and self-actualized/self-reliant and be able to work together as a team.

Responsibilities:

- Lead, direct, and manage the day-to-day operations of the department, ensure ongoing improvements to service delivery processes as per the deliverables outlined in funding contribution agreements/contract
- Ensure policies, procedures, and standards affecting staff are consistent with legislated policies, procedures and standards, and that the provisions are consistently applied
- Develop individual plans, protocols, and schedules
- Collaborate with advocates, internal and external stakeholders, professionals and personnel to meet service quality consistently
- Manage staff recruitment, training, orientation and development
- Prepare and recommend to the Executive Director an annual program budget
- Ensure program is operated in a safe environment and complemented with legislation
- Ensure program evaluation including staff evaluations that are responsive to community needs and service gaps and best practices
- Be aware of the role in risk mitigation and be accountable to follow procedures, attend meetings, and, when appropriate, provide information and recommended training to staff
- Other Duties as may be assigned by the Executive Director from time to time

Required Skills & Qualifications:

- Minimum university education in Early Childhood Studies or equivalent
- Ten years of progressive work experience in an EarlyON center leadership capacity
- Registered Early Childhood Educator (RECE)

- Five years' Experience in the non-profit sector preferred
- Ability to provide adequate leadership/supervision to a variety of professional staff and volunteers
- Excellent communication skills, with the ability to work with diverse groups and partners collaboratively, with cross-cultural skills
- Knowledge and experience with working with family and children within child care and or family resource setting
- Experience with behaviour management or behaviour intervention a must
- Experience working with vulnerable populations and people who face multiple barriers
- Experience working with Children and families
- Working knowledge of the Community Action Program for Children (CAPC) preferred
- Knowledge of relevant legislation including Family and Services Act, and Duty to Report
- Knowledge of the immigrant/refugee settlement and integration process
- Ability to demonstrate concern for satisfying external and internal clients
- Working knowledge of managing risks in a community service environment
- Project management experience
- First Aid Certification and Criminal Record Check are required
- Budget management experience
- Statistical analysis and reporting experience

Working Conditions:

- Non-standard hours of work
- Regular attendance at off-site meetings
- Regular weekend activities
- This position requires work outside the office environment

Travel:

- Daily access and use of a personal vehicle required
- A valid driver's license required as a condition of employment
- Regularly scheduled trip between sites

Submit a cover letter, resume, and three references to the Hiring Committee at hr@mnsinfo.org. Deadline for applications: March 18, 2019. Upon hire, the candidate must provide police records check. We thank all applicants; however, only those selected for interviews will be contacted.

Malton Neighbourhood Services is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us, and we will work with you to meet your needs