

## INTERNAL / EXTERNAL JOB POSTING

### Childcare Centre Supervisor

(Full time Temporary)

**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 Abiona Centre’s (the ‘Centre’) mission, vision and strategic directions and objectives by ensuring the smooth operations of the Childcare Centre. The Supervisor plans and implements the Childcare programs and services in accordance with CCEYA and to meet the current and emerging needs of the residential clients and members of the community. This position provides leadership and functions as a role model and coach to staff to achieve the departmental and organizational goals.

**Term:** Temporary Full-time (40 hours/week) until April 2023, with possibility of extension

**Department:** Community Programs

**Reports to:** Program Director

**Supervises:**

- ECEs
- ECAs
- Relief ECEs
- Part time and Relief ECAs
- Cook
- Students
- Volunteers

**Qualification:**

- A Diploma in Early Childhood Education
- Member of the College of Early Childhood Educators in good standing
- Minimum 5 years relevant work experience in a licenced childcare centre; At least one year supervisory experience in a Childcare Centre; Experience working in a unionized setting an asset
- Sound and working knowledge of the current legislation including, the CCEYA
- Previous experience working with adolescent mothers is an asset.
- Knowledge of child development, supporting families and the parent-child relationship.
- Knowledge of services for children and families and experience in referral.
- Knowledge of ELECT framework in childcare settings

#### **Abiona Centre**

Formerly Massey Centre and Humewood House  
1102 Broadview Ave  
Toronto, ON M4K 2S5  
416.425.6348  
www.abionacentre.ca

Sensitive Information please do not share it externally

- 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.
- Demonstrated organization and time management skills.
- Ability to multi-task and flexibility in accepting work assignments.
- Current Standard First Aid/CPR certificate.

**Working Condition:** • Hours of work between 7:30 a.m. – 3:30 p.m. or 10:00 a.m. – 6:00 p.m.  
**Closing Date:** • Backup for Childcare Centre Supervisor at the Humewood site  
**January 20, 2023; 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 *Abiona 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@massey.ca](mailto:hr@massey.ca) (please quote "Childcare Centre Supervisor" in the subject line)**

\*The Massey Centre for Women carrying on business as Abiona Centre

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