

## **INTERNAL / EXTERNAL JOB POSTING**

### **Program Coordinator, Early Literacy Specialist**

### **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.

Project Ujima (the “Project”) is an initiative of the Ontario Association of Young Parents Agencies (“OAYPA”) that is comprised of over twenty agencies throughout Ontario that provide programs and services to vulnerable young parents and their children. This initiative will plan and implement 9 Early Childhood Development Hubs throughout Ontario.

The Program Coordinator, Early Literacy Specialist supports early literacy and numeracy programming for young parents and their children 0-6 years old. The Program Coordinator will provide individual or group interventions, workshops or consultations to young parents, caregivers and internal programs. The Program Coordinator identifies literacy, communications, social and emotional child development issues through early and routine developmental screening with Ages and Stages Questionnaires (ASQ) and proactive Early Literacy supports. The Program Coordinator develops individualized plan for children with identified issues, provides strategies for young parents at home, facilitates early literacy programming, makes referrals for speech and language services, healthcare providers and other developmental early intervention supports, and works closely with Early Abilities partners. The Program Coordinator will work with the service partners to facilitate the Plan of Care and to determine their understanding of infant, and early childhood and adolescent mental health integrating the importance of a non-judgemental, youth-focussed, trauma-informed approach and work with healthcare leaders to determine gaps in the model of care.

**Position:** Program Coordinator, Early Literacy Specialist

**Term:** Temporary Full-time until December 2024

**Program:** Maternal and Infant Mental Health (MIMH)

**Reports to:** Director, Ujima Project  
Dotted line to Director, Special Projects

**Qualification:**

- A degree in early childhood education, child development, library sciences health promotion or an acceptable level of education, skills and experience
- Registration with the College of Early Childhood Educators in good standing will be an asset
- Minimum 3 years’ experience in child and family services
- Demonstrated knowledge of child development and parenting and/or early literacy
- Demonstrated program planning, coordination and evaluation skills

#### **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

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- Ability to set goals and get results within a pre-determined timeline
- Ability to multi-task and work independently and flexibility in accepting work assignments
- Effective time management, decision-making and organizational skills
- A good team member and supportive of interdisciplinary practice
- Demonstrated knowledge of Microsoft Office Suite
- Excellent interpersonal, and communication skills. Ability to work effectively with colleagues and clients
- Current Standard First Aid/CPR certificate

**Working  
Condition:**

- 40 hours/week with occasional evening or weekend work
- Mostly in-person services required with some opportunities for virtual services
- Manual dexterity required to use desktop computer and peripherals

**Closing Date:** **Until filled.**

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](mailto:hr@abionacentre.ca)**

**(please quote "Program Coordinator, Early Literacy Specialist" in the subject line)**

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

**Date of posting: September 7, 2023**

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