



Internal / External Job Posting
Manager, Child Development, Education and Housing
Full Time Permanent

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 Manager, Child Development, Education and Housing at Abiona Centre For Infant and Early Mental Health plays a pivotal role in advancing the organization’s mission and strategic goals. The Manager is responsible for managing the daily operations of various programs including the Early Learning Centres (ELC), Education and Community Partnership Program (ECPP), Employment Support Program and Community Housing Programs at multiple locations within a unionized environment.

The Manager is instrumental in leading and motivating staff in developing efficient systems and effective communication strategies that enhance collaboration across internal departments/programs, and with external community stakeholders. The Manager is also tasked with ensuring that all programs adhere to service goals, meet the standards of Canadian Centre for Accreditation (CCA) accreditation, comply with funder requirements, and conform to established accountability frameworks

Position: **Manager, Child Development, Education and Housing**

Program Child Development, Education and Housing (CDEH)

Reports to: Director, Housing and Community Supports

Supervises:

- Housing Supervisor
- Supervisor, Community Programs
- Childcare Supervisor
- Child & Family Program Supervisor
- Volunteers
- Student Placements

Qualification:

- Master’s Degree in Early Childhood Education, Development, Education, Public Health, Public Administration, Community Development, or equivalent combination of experience, education and training; Member of the College of Early Childhood Educators an asset
- A minimum 5 years of progressive leadership experience in housing, education, or community development sectors, including 3 years at supervisory level
- Demonstrated ability to lead, motivate, and develop staff towards achieving organizational goals
- Experience in human resource management, including recruitment, training



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and performance management

- In-depth knowledge of legislation and regulatory requirement relevant to housing, education and child development services
- Proven experience in providing Rent-Geared-to-Income (RGI) supportive housing
- Experience working with pregnant and parenting young parents and their children and families from diverse backgrounds
- Knowledge in child development, supporting families and the parent-child relationship will be an asset
- Knowledge of issues impacting pregnant and parenting female-identified young parents and their children
- Familiarity with accreditation processes and standards, such as those from CCA or similar organizations
- Strong analytical skills and the ability to solve complex problems creatively and effectively
- Experience working within a unionized environment, including familiarity with labour relations, collective bargaining agreements and union protocols
- Active pursuit of learning opportunities indicative of a genuine interest in Equity, Diversity, Inclusion, and Belonging (DEIB) practices, showcasing a commitment to continuous personal and professional development in fostering inclusive environments.
- Experience in implementing programs that promote equity and inclusion
- Skilled in program evaluation and the use of metrics to guide improvements
- Proficiency in financial management, including budgeting, financial forecasting, records management, financial controls, and resource allocation
- Experience in grant-writing and securing funding from various sources,
- Excellent interpersonal skills. Ability to work effectively with professionals and clients.
- Excellent verbal and written communication skills
- Ability to collaborate effectively with various stakeholders including government agencies, non-profit, and community members
- Demonstrated organization and time management skills
- Current Standard First Aid/CPR certificate
- Ability to work collaboratively in a fast-paced environment and manage multiple priorities effectively
- Proficiency in Microsoft Word, Excel, Power Point and Outlook
- Knowledge of relevant software and databases used in program management and reporting, for example, TREAT

**Working
Condition:**

- Work primarily in an office environment within the Centre at the Broadview, Homewood and Sheppard campuses.
- Flexibility to adjust working hours to accommodate program and service requirements
- Interacts with clients, staff, visitors, government agencies/personnel.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting and lifting.



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- Occasional travel to attend meetings, conferences, or community events.
- Occasional evening or weekend work to accommodate client needs or participate in special events.
- Overtime as required.
- The Manager and Supervisor will provide backup coverage for one another.
- Provide backup in the absence other Program Managers
- Provide occasional On-Call support to the Centre's 24/7 programs and services
- Other duties and responsibilities as required

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 (please quote "Manager, CDEH" in the subject line)

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

Date of posting: March 18, 2025