

**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 Assistant Supervisor is responsible for planning and implementing play-based learning experience for children and maintaining staff/child ratios in the Childcare Centre. In addition, the Assistant Supervisor supports the Supervisor in planning and implementing Childcare Centre programs and services in accordance with CCEYA, and ensuring that the programs meet the current and emerging needs of the live-in treatment and transitional housing programs 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.

The Assistant Supervisor will act in the absence of the Childcare Centre Supervisor.

<b>Position:</b>	<b>Assistant Supervisor, Childcare Centre</b>
<b>Term:</b>	Full time Permanent
<b>Department:</b>	Childcare Centre/Early Learning Centre
<b>Reports to:</b>	Child and Family Program Supervisor /Childcare Centre Supervisor
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Diploma in Early Childhood Education.</li><li>• Member of the College of Early Childhood Educators in good standing</li><li>• At least three years experience in a Childcare Centre; supervisory</li><li>• experience in a unionized setting is an asset.</li><li>• Previous experience working with adolescent mothers is an asset.</li><li>• Knowledge of child development, and child development resources internally and in the community.</li><li>• Strong knowledge of the legislative requirements of: Toronto Public Health; CCEYA 2014; Occupational Health and Safety Act; Toronto Children’s Services’ Assessment for Quality Improvements; (AQI); Early Learning Framework; How learning Happens</li><li>• Knowledge of CCLS and City of Toronto portal will be an asset.</li><li>• Excellent interpersonal skills.</li><li>• Ability to work effectively with professionals and clients.</li><li>• Well-developed verbal and written communication skills.</li><li>• Good presentation and group facilitation skills.</li></ul>

**INTERNAL / EXTERNAL JOB POSTING**  
**Assistant Supervisor, Childcare Centre**  
Full-time Permanent

- 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  
Conditions:**

- Combination of sitting, standing, walking, bending, kneeling
- Ability to move/carry equipment for the program
- Must be physically able to lift/carry children in the program
- Hours of work between 7:30 a.m. – 3:30 p.m. or 10:00 a.m. – 6:00 p.m.
- The Assistant Supervisor will act in the absence of the Supervisor

**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 “Assistant Supervisor, Childcare Centre” in the subject line)

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

**Date of posting: June 20, 2025**