INTERNAL / EXTERNAL JOB POSTING

Facilities Manager

Full Time
Non-BU position

Abiona Centre For Infant & Early Mental Health (the "Centre"), is a client-centered organization focusing on infant and early childhood mental health. We support pregnant and parenting young mothers aged 13-29, along with their babies who reside at the Centre or in the community. As an accredited Children's Mental Health Centre, we are the largest Young Parent Infant Centre in the province.

Our commitment is to create a better future for vulnerable pregnant and parenting young mothers and their children 0-6. Our infant and early childhood mental health programs give our clients the tools they need to build secure relationships with their babies, cope with life's adversities, find help when needed and succeed in life. We offer a live-in treatment program, transitional housing, on-site high school programs, community housing support, housing and community support referral services, and maternal-infant mental health programs. Collaborating with community partners, our multi-disciplinary team provides wraparound programs addressing mental health, education, life skills, and transitional needs. The Centre also operates an Early ON Child and Family Centre, along with two Early Learning Centers open to families, young women, and their children in the community.

Our vision is a world where families led by young women have the emotional and physical supports to realize their full potential.

Reporting to the Director of Finance and Corporate Services (DFCS), the Facilities Manager is responsible for developing effective preventative maintenance programs, compliance with applicable government's policies and standards, ensuring proper maintenance and records, supervision of maintenance staff, coordination of vendors and contractors, prioritization and delegation of work orders, ordering materials and supplies and responding to all forms of building emergencies. The Manager will also provide professional advice to the senior leadership team on long-term strategies to protect the physical assets of the Centre.

Position:	Facilities Manager
Term:	Permanent Full-time (40 hours/week)
Rate of Pay:	$79,368.50 / per annum
Department:	Finance and Administration
Reports to:	Director, Finance and Corporate Services
Supervises:	Maintenance Workers

Qualifications:

- Bachelor's degree in Facilities, Management Property Management or Building Sciences from a recognized post-secondary program, or equivalent
- Minimum of five years' experience in property or facilities management in a not-for-profit setting, plus three (3) years' supervisory experience.
- Good understanding of government housing programs and related legislation such as the Housing Services Act, Residential Tenancies Act, Ontario Fire Code and the Ontario Building Code, as well as knowledge of property

INTERNAL / EXTERNAL JOB POSTING

Facilities Manager

Full Time
Non-BU position

management theory and concepts.
- Good knowledge of building systems, maintenance, construction, security systems, elevator maintenance.
- WHIMS Certification; First Aid and Occupational Health and Safety training
- Ability to work independently, take initiative and respond to emergencies.
- Strong organizational skills, ability to work in a busy environment, ability to multi-task and prioritize.
- Ability to develop and adhere to budgets.
- Ability to use Microsoft Office applications effectively.
- Exceptional interpersonal skills in order to develop and maintain effective relationships with clients, community members, staff, volunteers, contractors, suppliers, and other organizations and regulatory bodies.
- Excellent written and oral communication skills.
- Driver's License

Working Conditions:

- 24 hours emergency response and on call service for building maintenance, safety and security matters
- Exposed to heat, noise, humidity, etc.
- Occasional travel
- Use of own vehicle

Closing Date: **Until filled**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative Police Record Check (Broad Record Check/ Vulnerable Sector Check) as a condition of employment.

The Centre 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 For Infant & Early Mental Health
1102 Broadview Avenue
Toronto, ON M4K 2S5
Fax: 416-425-4056
OR
Email: hr@abionacentre.ca **(please quote "Facilities Manager" in the subject line)**

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

Date of posting: June 8, 2026.