



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Supervisor of Support Programs

Part Time (3 days per week), Contract (12 months)

Required Qualifications

- University degree in a related subject;
- Proven ability to manage programs in a social service environment;
- Excellent knowledge of performance evaluation and change management principles;
- Demonstrated capacity and ability in the following areas:
 - Tact and diplomacy,
 - Work effectively and strategically in a multi-disciplinary team,
 - Superior presentation and communication skills,
 - Demonstrated community development and group skills,
 - Ability to work independently,
 - Ability to liaise and bridge services,
 - Excellent Crisis intervention skills,
- Proven ability to work as an integral member of a Management team;
- Proven ability to work collaboratively with colleagues and senior staff, and to assume leadership responsibilities;
- Familiarity with computer software, particularly Outlook, Microsoft word, excel, CWIS, and internet.

Key Responsibilities

- Directly manage programs delivered by the Society that provide support to our protection, kinship, resource and adoption families, and youth and children in care;
- Provide strategic guidance to support teams that promote the Society's Strategy Map;
- Utilizing evidence and research, oversee the progress of programs to ensure the best support is provided by the Society. The goal is to ensure that all programs deliver the desirable outcome to our organization;
- Provide direct supervision to staff providing program support;
- Develop best practices with respect to program development and implementation;
- Evaluate effectiveness of programs;
- Develop partnerships within the community and establish linkages to community programming;
- Assist in developing and implementing policy and practice that supports the goals of the program support team;
- Deliver service according to the policies, values and procedures of the Catholic Children's Aid Society of Hamilton;
- Participate in the implementation of workplace inclusivity and diversity policies;
- Ensure recognition and appreciation of diversity and anti-racism principles through staff celebration and other events;



- Provide leadership, seek cooperation and support management and staff on all Anti-Racism Initiatives;
- Comply with Health and Safety policies and the Ontario Health & Safety Act.
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others.
- Committed to agency values of Respect, Compassion, Relationship, Integrity, Commitment and Hope.
- These duties have been designed to indicate the general nature, level and scope of the duties required of this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required in this position.

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.