



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

## Manager, Early Years Programs

Classification:	Regular Full-Time	Rate:	\$88,749 – \$96,226
Hours:	35 hrs/wk.	Location:	30 College Street, Toronto

### Position Summary

Under the direction of the Director of Holistic Services, the Manager, Early Years Programs will:

1. Oversee and provide leadership, direction and evaluation of a diverse range of programs and services designed to ensure high quality early years programming that are consistent with the internal standards of NCFST and all relevant legislative provisions.
2. Develop policies and procedures ensuring that programs are culture-based and consistent with internal and external program standards and related Funder guidelines.
3. Manage, in conjunction with reporting Supervisors and Human Resources, the functions of staffing, orientation, training, supervision, performance management, discipline and discharge.
4. In conjunction with Supervisors, prepare briefs, proposals, and reports for the programs as required.
5. Develop and maintain effective communication links with other Agency Services, Program-related resources such as elders, traditional teachers, consultants, funders, colleges and volunteers.
6. Represents the organization in relationships with select funders and sector stakeholders, as required.
7. Be accountable for the establishment and maintenance of effective communication channels among program staff within Early Years Programming as well as other areas within the Agency on policies, activities and decisions as it relates to Early Years Programs.
8. As a member, participate and contribute to the work of the Agency's management circle.
9. Participate in or leads Agency committees and task forces involved in the development of agency-wide policies and systems for service delivery.
10. Maintain detailed records of incidences, emergencies, and general performance of all Early Years Programming departments and their staff.
11. Prepare and edit necessary reports on all areas of Early Years to ensure overseeing body is informed and up to date.
12. Enforce and comply with established policies, procedures, and programs and develop new policies and procedures as needed.
13. Other duties as assigned.

### What we are looking for

- Bachelor's Degree or equivalent years of experience plus a minimum of 5 years progressive supervisory/management experience. An equivalent combination of academic qualification, formal training and experience is also considered;
- Pass a police record check (Vulnerable Sector);
- Knowledge of the historical and current Indigenous context;
- Excellent working knowledge of the theory and practice in child development and program planning along with an in-depth understanding of Indigenous specific children's services.
- Knowledge of the *Occupational Health and Safety Act*, *Day Nurseries Act*, *Child Youth and Family Services Act*, *FIPPA* and *WHMIS*;
- Excellent verbal and written communication skills;
- Experience working in an Early Childhood Education environment would be an asset;
- Ability to build effective working relationships with internal groups and external organizations and stakeholders.

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If you are interested in this job opportunity, please apply by email on or before **July 31, 2018** [hmcfst@nativechild.org](mailto:hmcfst@nativechild.org) quoting reference number **#18-07-01**

NCFST is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.