



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.

Assistant Supervisor, Early Years Central

Classification: Regular Full-Time

Hours: 35 hrs/wk.

Location: 935 Dundas Street East

Position Summary

Reporting to the Manager, Early Years Program, the Assistant Supervisor, Early Years Central is accountable for:

- Assisting with the overall supervision of the Shaawnong Aboriginal Head Start and FDK Program.
- Directly supporting the licensed Early Years Programs.
- Supporting staff.
- Ensuring programs are designed, implemented and operated in a manner consistent with its cultural base, its agreements with funders, and its accountability structures.
- Reporting for fiscal and human resource matters
- “Acting Supervisor” designate when Supervisor is not available.
- Assisting Supervisor with the design, development and day-to-day operation of all the Programs.
- Ensuring that the program continues to meet the needs of the Families and Communities it services.
- Working directly in programs when needed.
- Flexibility in terms of evening and weekends.

What we are looking for

- Diploma or Degree in Early Childhood Education, registered with the College of Early Childhood Educators as identified in the Day Nurseries Act
- Minimum of five (5) years relevant experience of which at least 2 years has been in a supervisory capacity.
- Pass a police records check
- Understand the unique dynamics that exist within the Aboriginal, Inuit, and Métis cultures.
- Excellent knowledge of facilities procedures, problem solving and organizational skills, ability to multitask, initiative and respect for confidentiality
- Access to reliable transportation as required.
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee’s responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

If you are interested in this job opportunity, please apply by email on or before **September 28, 2018** hrcfst@nativechild.org quoting reference number **#18-09-08**

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.