**Massey 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 Centre requires a **Manager, Community Programs** to contribute to the achievement of the Centre’s mission, vision and strategic directions and objectives by ensuring the smooth operations of the EarlyON, the Early Learning Centre (ELC), Section 23 School, Community Housing, Support and Referral Services, and create new revenue generating activities for the Centre.

The Manager will lead the supervisory and front-line employees in developing and maintaining effective systems and communication strategies with other program areas and internal departments as well as community stakeholders. The Manager is accountable for the development of service goals and evaluation of the goals to be attained; ensuring programs are designed, implemented and operated in a manner consistent with the CCA accreditation standards, the licensing agreements with funders and its accountability structures.

The Manager will act in the absence of the Residential and Transitional Housing Program Managers.

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| **Term:** | Temporary Full-time (40 hours/week) until Jan. 2021, with possibility of extension  |
| **Department:** | Community Programs |
| **Reports to:** | Program Director |
| **Supervises:** | * Child and Family Program Supervisor
* EarlyON Program Coordinators
* Community Workers
* Students
* Volunteers
 |
| **Qualification:** | * Bachelor’s degree in Childhood Education or equivalent combination of experience, education and training.
* Member of the College of Early Childhood Educators an asset
* At least 3 years’ supervisory and coaching skills and expertise.
* Three years’ experience related to planning, administration and delivery of community based services.
* Previous experience in program planning, design and evaluation.
* Ability to develop program budgets and oversee fiscal records and develop fiscal controls.
* Experience working directly with pregnant teens and adolescent parents in low-income situations.
* Knowledge of local school system, services for children and families and experience in referral.
* Excellent interpersonal skills. Ability to work effectively with professionals and clients.
* Knowledge in child development, supporting families and the parent-child relationship will be an asset.
* Excellent verbal and written communication skills.
* Good presentation and group facilitation skills.
* 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 Condition:** | Flexibility to adjust working hours to accommodate program and service requirements |
| **Closing Date:** | **March 20, 2020; 5:00 p.m.** |
|  |  |

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,* andthe *Massey 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**

**Massey Centre**

**1102 Broadview Avenue**

**Toronto, ON M4K 2S5**

**Fax: 416-425-4056**

OR

**Email:** **hr@massey.ca** **(please quote "Manager, Community Programs" in the subject line)**

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