



## **JOB POSTING**

### **Assistant Supervisor, Childcare Centre**

#### **Broadview Campus**

**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 has an exciting new opening for an Assistant Supervisor at the Childcare Centre, Broadview Campus. The Assistant Supervisor contributes to the achievement of the Centre’s mission, vision and strategic directions and objectives by ensuring the smooth operations of the Childcare Centre. The Assistant Supervisor is responsible for supporting the Supervisor with planning and implementing Childcare Centre programs and services in accordance with CCEYA and to meet the current and emerging needs of the residential clients and members of the community. This position provides leadership and functions as a role model and coach to staff to achieve the departmental and organizational goals.

The Assistant Supervisor will act in the absence of the Childcare Centre Supervisor.

**Term:** Permanent Full-time (40 hours/week)

**Department:** Childcare Centre

**Reports to:** Manager, Community Programs

**Supervises:** Assists in supervising and coaching

- ECEs
- ECAs
- Cook
- Students
- Volunteers

**Qualification:**

- Bachelor of Arts degree in Childhood Education or an E.C.E diploma.
- Member of the College of Early Childhood Educators in good standing
- At least three years experience in a Childcare Centre; Supervisory experience in a unionized setting an asset
- Previous experience working with adolescent mothers is an asset.
- Knowledge of child development, supporting families and the parent-child relationship.
- Knowledge of services for children and families and experience in referral.

**Date of posting: November 16, 2021**



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- Knowledge of ELECT framework in childcare settings and City of Toronto AQI
- Knowledge of CCLS and CSIS will be an asset
- Excellent interpersonal skills.
- Ability to work effectively with professionals and clients.
- Well-developed 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:**

- Hours of work between 7:30 a.m. – 3:30 p.m. or 10:00 a.m. – 6:00 p.m.
- The Assistant Supervisor will act in the absence of the Supervisor

**Closing Date: November 30, 2021; 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*, and the *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](mailto:hr@massey.ca) (please quote "Assistant Supervisor" in the subject line)**

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

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