



## JOB POSTING

### Director, Project Ujima

**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.

**Project Ujima (the “Project”)** at Massey Centre (the ‘Centre’) is an initiative of the Ontario Association of Young Parents Agencies (“OAYPA”) that is comprised of twenty agencies throughout Ontario that provide programs and services to vulnerable adolescent parents and their children. This initiative will plan and implement 9 Early Childhood Development Hubs throughout Ontario. The Centre serves as Project Trustee and delivers the Project on behalf of the OAYPA.

The Director, Project Ujima, contributes to the achievement of the OAYPA and the Centre’s mission, vision and strategic objectives by providing leadership and facilitation support for all activities for the Project and ensures the effective use of resources.

The Director acts as the communication liaison between the Centre and OAYPA member Hub locations, the Project Ujima Advisory and Operations Committees, as well as other professionals and administrative personnel outside the department. The Director takes a long-term view of Project Ujima programs and services, and follows through on issues that impact the overall quality of participant care provided.

The Director develops policies, procedures and standards for the planning and implementation the Project, and develops and monitors its operating plan, and ensures consistency with the CCA accreditation standards, legislative requirements and standards with funders and its accountability structures. The Director supervises and evaluates staff, provides leadership, functions as a role model and coach to assist staff with professional development and achievement of the departmental goals. The Director also provides leadership within the department for program evaluation, quality and risk management activities.

The Director may act in the absence of the Chief Executive Officer.

**Term:** Permanent Full-time

**Department:** Project Ujima

**Reports to:** Chief Executive Officer

**Qualification:**

- Postgraduate Degree in business administration, public administration or bachelor’s degree in business administration or public administration plus a combination of education training and work experience; Courses or certificates in executive leadership, women's/feminist studies, and early

**Date of posting: January 6, 2022**



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childhood mental health, financial management and human resource management is an asset

- At least 5 years' experience working a non-profit, community-based organization delivering high quality programs for vulnerable/ marginalized population, young children, adolescents, pregnant or parenting youth and their children in an organization that specializes in infant and early childhood mental health programs and services.
- Knowledge or experience in planning and coordinating or delivering programs from a trauma-informed lens.
- Demonstrated knowledge of issues impacting young parents and their children.
- Excellent administrative, human resources and management skills
- Excellent verbal and written communication skills.
- Excellent managerial skills and 5 years supervisory experience.
- Superior time management and organizational skills
- Dedication and commitment to providing an outstanding professional level of services.
- Demonstrated ability to problem-solve with an ability to bring quick resolution.
- Proven initiative and follow through.
- Computer skill in Microsoft Word, Excel, Power Point and Outlook
- The Centre is building our bilingual (French/English) capacity and excellent French Language proficiency is a significant asset.
- Courses or certificates in executive leadership, women's/feminist studies, and early childhood mental health, financial management and human resource management
- Knowledge or experience working with marginalized pregnant or parenting youth and their children

**Working  
Condition:**

- Primarily working from the Centre's Broadview or Humewood campus, with occasional travel within Ontario
- Interacts with clients, staff, visitors, government agencies/personnel.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting and lifting.
- Overtime as required

**Closing Date:** **January 21, 2022; 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.

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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.

Massey 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 "Director, Project Ujima" in the subject line)**

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

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