

## CITY OF HAMILTON

**COMMUNITY SERVICES DEPARTMENT**  
**(SOCIAL DEVELOPMENT & EARLY CHILDHOOD SERVICES – RED HILL FAMILY CENTRE - LOCATION – 25 MOUNT ALBION ROAD)**

**SUPERVISOR, RED HILL FAMILY CENTRE - CUPE 1041**

The Community Services Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction. Social Development and Early Childhood Services lead, plan and manage city wide early years and child care systems and provide comprehensive evidence based support services to children, families and the community. The division provides leadership, expertise and support for broad based departmental program development, program evaluation and social policy initiatives.

**SUMMARY OF DUTIES**

Reporting to the Program Manager, Children's and Home Management Services, plan and supervise implementation of all activities, programmes and interrelated components of a Day Care Centre as it relates to the specific areas; parent education and support programs; offsite Childminding Services for Ontario Works clients; daycare centre's transportation services for children. Co-manage Early Childhood Education and Special Needs components. Participate in and be responsible for groups of children and parents; adhere to all relevant legislation, Child Care and Early Years Act, Standards and City policies and procedures thereunder. Supervise RECE and Resource Teachers.

**GENERAL DUTIES**

Plans and supervises implementation of all required programmes and interrelated components of the Red Hill Family Centre Operations, Integrated Children's Education Program; and classroom participation and student volunteers.

Develops program objectives, activities, outcomes and indicators for Red Hill Family Centre.

Develops, plans and supervises activities to fulfil legislated requirements and all activities related to successful renewal of annual operating license under the Child Care and Early Years Act.

Reviews, analyzes and approves client files, reports, correspondence and case management plans for children and parents to ensure staff provide supports, service, quality education that is centred and consistent with outcome based performance measures.

Knowledge of assessment measures to assess child's development needs as it relates to Supervision, Resource Teachers.

Designs, reviews and evaluates framework for children's programs.

Reviews and recommends revisions of established policy and procedures as related to child, parent and operations to ensure quality and comprehensive service.

Develops orientation process for new staff, students and volunteers.

Reviews and continually updates Parent Information Handbook.

Provides input to the Program Manager as it relates to the annual budget, expenditures and revenues.  
Provides supervision to the staff (RECE and Resource Teacher, guidance and mentoring in using and adapting effective teaching strategies and specialized learning materials to promote development growth and learning.

Prepares bank deposits and balance petty cash.

Carries out staff meetings, training programmes and guide staff teams, as required.

Maintains records and participates in the evaluation and supervision of students, volunteers, staff and Centre programmes, making recommendations for promotion, hiring and disciplining staff when necessary.

Participates in the development of appropriate educational, staff training and parent programmes, facilitating close relationships between parents and staff; facilitates and works together with other professionals of related fields.

Supervises the maintenance of the general cleanliness and tidiness of the premises and informs the Program Manager of any supplies, materials, equipment or repairs required.

Performs and ensures that all responsibilities are carried out within the terms of relevant legislation, City policies, and Health and Safety regulations concerning the operation of the Centre.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

## **QUALIFICATIONS**

1. Working knowledge and experience with child development and family studies normally acquired through the completion of an Early Childhood Education Diploma with a Resource Teacher Certificate and/or a Bachelor's Degree related to Child Development and Family Studies or a combination of education and relevant work experience.
2. Must be registered and in good standing with the College of Early Childhood Educators.
3. Considerable experience in the field of early intervention, with demonstrated progressive supervisory skills or leadership experience.
4. Demonstrated knowledge of Standards, Acts, Regulations and applicable professional standards of practice policies and procedures as they relate to child care.
5. Thorough knowledge of family functioning and proven competence in written and verbal communication.
6. Considerable experience with child and family counselling normally obtained through a field placement in a counselling agency or equivalent work experience.
7. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development, and is results orientated.
8. Must possess excellent public relations and presentation skills.
9. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.

10. Current First Aid CPR-C and Current Food Handlers Certificate.
11. Competent administrative and budgeting ability.
12. Working knowledge of computer software applications (Microsoft Office XP, Word, Excel and database software).
13. Preferred experience in working with multi-problem and high risk families with knowledge of integrated therapeutic programmes. Previous work experience with children with intellectual disability.
14. Preferred experience in group supervision of adults and children.