



## JOB POSTING

**Job Title:** Manager, Early Years

**Program:** Wesley Children, Youth, and Family Services

**Posting Date:** July 11, 2018

**Reports to:** Director, Children and Family Services

**Status:** Full-time; permanent; non-union

**Job Posting #:** 985

**Effective:** ASAP

**Posting Closing:** July 25, 2018 @4PM

**Purpose:** To manage all aspects of early years services, including people, programs, community relations licensing and promotion.

### Duties:

1. Manage all aspects of Wesley Child Care and EarlyON programs
2. Responsible for hiring and onboarding of all Supervisors and frontline staff.
3. Performance Management for staff in programs including, training and reflective practice supervision using coaching and mentoring principles.
4. In collaboration with other Children and Family Services, coordinate staff schedules and ensure appropriate staffing levels at all times.
5. Monitor and document staff adherence to all licensing requirements and ensure up to date and annual sign-off of all policies as required by the Child Care and Early Years Act, 2014.
6. Responsible for all aspects of Ministry of Education child care licensing for all sites and Serious Occurrence reporting.
7. Update and maintain Licensed Child Care programs policies and procedures and parent information packages ensuring compliance with current regulatory requirements.
8. Monitor the quality of all programs, Wesley policies adherence and the Ministry of Education's "How Does Learning Happen?" pedagogy.
9. Develop, plan, implement and provide appropriate information, services and programs for those inquiring about or accessing the programs.
10. Monitor enrolment to stay within operating capacity with the intent to increase enrolment to licensed capacity at all sites.
11. Lead the development of promotional plans and materials.
12. Welcome, support and interact with clients, remembering to be sensitive to all families including those culturally diverse, GLBTQ, young parents, etc.
13. Ensure a high level of community participation and service delivery in the programs including promotion of the programs in the community. This will include establishing and maintaining a good rapport with neighbourhood associations and schools.

14. Chair regular team meetings with supervisors and have entire licensed child care programs staff meetings to ensure timely and clear communications.
15. Follow the policies procedures of the programs and Wesley Urban Ministries including the Collective Bargaining Agreement and legislative compliance..
16. Be responsible for submission of time sheets, reports etc. as required.
17. Visit and complete checklists at all locations on a regular basis to ensure program needs are being met and in compliance with program mandate/Licence.
18. Identify and communicate any trends, activities, concerns, stories, changes and incidents in the programs, through regular communication and supervision with the Director.
19. Maintain petty cash and monitor program spending to remain within budget.
20. Ensure open communication with parents/caregivers and other participants.
21. Provide reports and make presentations as required.
22. Gather statistics and data on programs on weekly, monthly and yearly basis.
23. Complete monthly City of Hamilton Subsidy submissions.
24. Uphold all standards legislated by the Hamilton Board of Health.
25. Abide by the health and safety policies of Wesley Urban Ministries Inc.
26. Other duties as assigned.

#### **Qualifications:**

1. Diploma or Degree in Early Childhood Education and registration with the College of Early Childhood Educators.
2. Minimum of 5 years of current experience working in a leadership position in a licensed child care program.
3. Thorough knowledge of applicable legislation (Child Care and Early Years Act, 2014) and experience in managing the Ministry of Education's licensing requirements.
4. Supervisory and/or Managerial experience required.
5. Proven leadership skills in the areas of communication, team management, change management, conflict management and service coordination with internal and external partner agencies.
6. Experience working with children with special needs and working in collaboration with Special Needs Resourcing partners.
7. Exemplary written and oral communications skills.
8. Experience and sensitivity working with all families including those in a urban core setting, culturally diverse, GLBTQ, young parents, etc.
9. Bilingual (French/English) and fluency in other languages an asset.
10. Current 1st aid/CPR, N.V.C.I. training. ECERS, SACERS and Quest 1(High Five) training are assets.
11. Driver's license and use of a vehicle.
12. Knowledge and skills using Microsoft Office products, Outlook and other relevant computer programs and the internet.

#### **Competencies**

##### **Customer Service**

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity

3. Values and respects the internal and external customers to the organization

**Accountability**

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley

**Commitment**

1. Demonstrates an understanding of Wesley, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

***Please send a cover letter outlining your salary expectations and resume to: [hr@wesley.ca](mailto:hr@wesley.ca)***

Wesley is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca)