



Dufferin Child and Family Services is a multi-service agency providing Children's Mental Health, Child Protection and Developmental Support.

The agency currently requires:

1 – Permanent Full-time – Program Supervisor, Respite Services and Headwaters Visit Centre

The Program Supervisor will be responsible for overseeing the Headwaters Supervised Access Center and the Respite Program. This position is accountable to lead, plan, organize and coordinate the day-to-day activities and operations of both programs. The Program Supervisor will mentor and lead staff to enable the delivery of high-quality programs and services to children, youth, and families in a friendly, safe, integrated and supportive environment.

You are seeking:

- A challenging role that offers flexibility, learning opportunities and work within a multi-disciplinary team
- A unique opportunity to work in a progressive, multi-service agency in collaboration with community partners

We are seeking: an innovative individual with the ability to:

- Complete all new intake referrals and provide follow up to clients as needed
- Build community partnerships, recognize, and act on opportunities to create partnerships and lasting relationships to benefit respite opportunities
- Participate in strategically identifying operational trends and respond accordingly
- Ensure all corporate policies and legislative compliance requirements are met including Health and Safety, Human Rights, Funders, Municipal requirements, Ministry of Labor etc
- Provide coaching and supervision of team members, facilitate conflict resolution, develop skills, manage performance, manage scheduling/staffing, recruiting, timesheet review and budget expenditures of all assigned costs
- Compile and evaluate service data for program planning and Ministry reporting
- Report all Serious Occurrences to the Ministry
- Review all observation notes and ensure proper record management according to the agency's Policy and Procedures
- Facilitate team meetings with staff
- Demonstrate sound judgment, reasoning, and clinical decision-making skills
- Attend agency management and all staff meetings
- Be onsite to perform various administrative and supervisory duties
- Weekend and evening availability is required

Qualifications:

- Diploma and/or degree from an accredited College and/or University in Social Services, Human Services
- A minimum of two (2) years' experience in a supervisory role
- Knowledge gained through education, training and/or work experience of conflict families may face when dealing with separation and divorce or custody and access issues
- Demonstrated experience working with children, youth and families is an asset
- Knowledge of child development and experience working with children with special needs
- Excellent interpersonal and communication skills (verbal, non-verbal, written)
- Ability to make analytical decisions around care management and supervised access support
- Must have strong conflict resolution and crisis management skills
- Ability to work within a team and independently
- Proficient in PC computer environment, MS Office (Word, Excel, Outlook, etc.) and other software
- Valid Ontario Driver's License (Class G or G2), access to a reliable vehicle and car insurance
- Clear Vulnerable Police Record Check
- Current First Aid certification and appropriate medical and immunization record

If you are interested in this job opportunity, please apply by email on or before Thursday March 16, 2023 to hr@dcafs.on.ca **quoting reference number 2023-010.**

As an employer committed to employment equity and accessibility for persons with disabilities, we encourage applications from members of equity-seeking communities including racialized and Indigenous persons, persons with disabilities, women, and persons of all sexual orientations and gender identities/expressions. Our hiring framework is founded in equity, truth and reconciliation, anti-black racism, and anti-oppressive practices.

DCAFS is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

DCAFS requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at (519) 941-1530 and Human Resources will strive to provide reasonable and appropriate accommodation for all applicants during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner

Thank you for your interest; however only those selected for an interview will be contacted.

Role Location: Orangeville, ON

Hours of Work: 33 hours

Reports to: Director of Service

*This position is outside the union