



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

MANAGER, CHILD CARE & EARLY YEARS PROGRAMS
INTEGRATED SOCIAL SERVICES DIVISION

ONE (1) PERMANENT FULL-TIME POSITION

POSTING NUMBER:	77-2023	STATUS:	EXTERNAL
POSTING DATE:	SEPTEMBER 15, 2023	CLOSING DATE:	OCTOBER 6, 2023
AFFILIATION:	MANAGERIAL	HOURS PER WEEK:	35
SALARY GROUP:	12	ANNUAL SALARY:	\$99,640.82 - \$117,224.51

POSITION SUMMARY:

Reporting to the Director, Integrated Social Services this position is responsible for managing the human resources of the Department as well as planning and implementing Department programs, assessing the effectiveness of programs, and formulating and recommending improvements within established regulations and policies.

MAJOR RESPONSIBILITIES:

1. Plans and implements short- and long-term program objectives for the Department within the Division's strategic plan.
2. Leads the development of policies, procedures, and quality assurance systems consistent with legislative requirements, corporate objectives, and effective risk management.
3. Monitors purchase-of-service agreements and maintains accurate records as required by the Ministry.
4. Prepares reports as required and ensures statistical and financial records meet audit requirements.
5. Works collaboratively to develop, review and co-ordinate activities toward short and long-range program objectives and TBDSSAB strategic plan.
6. Investigates and resolves concerns and/or complaints as necessary.
7. Develops and administers the expenditure of the department budget including identification of Department priorities.
8. Assesses Department staffing needs and participates in recruitment processes and makes effective hiring decisions Responsible for staff development, performance management/review, coaching/mentoring, health and safety, collective agreement administration and discipline and termination decisions.

9. Establishes standards for service delivery consistent with changing community needs, allocated resources, provincial and TBDSSAB standards.
10. Ensures mandated requirements under the applicable legislation are met and all legislated regulations and departmental policies are adhered to.
11. Provides information, reports, letters, and memoranda to the Director making recommendations on matters pertaining to the Division. Attends meeting of the Board of Directors as required.
12. Liaises with various community leaders and groups, as well as maintains appropriate community relationships on issues of community and Departmental concern and responsibilities.
13. Performs other related duties as assigned.

QUALIFICATIONS:

Education/Experience

- University degree in social services or a related discipline.
- A minimum of five years of experience in human services, social services and child care services programs, including experience in program development and administration.
- Proven managerial experience preferably in a unionized environment.

Assets

- Diploma in early childhood education is an asset.

Skills/Abilities

- Superior ability to communicate effectively and concisely, both orally and in writing.
- Ability to establish and maintain effective working relations with stakeholders and the public.
- Proven skills in budget preparation and monitoring.
- Proven skills in planning and organizing.
- Ability to motivate and direct Department personnel.
- Proven organizational, administrative, interpersonal team building and management skills are required.
- Proven planning, problem-solving and decision-making skills.
- An expert knowledge Child Care and Early Years Act and other related Acts, regulations, policies, and programs is required.
- Proficiency with office computer equipment and MS Office software applications.
- Must be competent within the meaning of the Occupational Health and Safety Act.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.
- Use of a vehicle may be required.
- Travel may be required.
- May be required to work irregular hours.
- Must maintain confidentiality.

HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources
The District of Thunder Bay Social Services Administration Board
231 May Street South
Thunder Bay, Ontario, P7E 1B5
Email: careers@tbdssab.ca | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](#).

ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



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Ishkwaandemonan
Opening Doors for You