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| Position: | Supervisor, Community Integrated Services Centre | Hours: | 35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.) |
| File No.: | FACSFLA-2223-22 | Number of Positions: | 1 |
| Employment Type: | Temporary Full-time (12-month contract) | Location: | Kingston Community Health Centres, 263 Weller Avenue, Kingston, ON |
| Date Posted: | June 21, 2022 | Closing Date: | July 04, 2022 |

Position Summary:

The coordinator will be responsible for the day-to-day operation of the Centre and includes:

- Convening and facilitating collaboration among providers across the Centre's service area
- Implementing, and managing the Centre's entry process for families and children accessing the Centre
- Leading a continuous evaluation and quality improvement process for the Centre, including tracking performance data, projects, and workplans

Required Qualifications:

- Education in social services, public administration or related field with a diploma or degree from a college or a university
- Experience in project management, facilitation, and data evaluation and reporting
- Strong ability to build relationships with parents, caregivers and young children
- Knowledge of Adverse Childhood Experiences and early childhood development
- Strong knowledge of community partners and services available for families
- Facilitate a family-centered, non-judgmental, trauma informed environment, demonstrating empathy, effective listening and respect for the lived experience of parents, caregivers and children
- Ability to take initiative, work independently, and utilize creative and analytical skills to resolve issues
- Demonstrated ability and willingness to work with diverse teams representing various disciplines, as well as staff and volunteers
- Demonstrated ability to build collaborative relationships and work with multidisciplinary teams of community service partners at the centre
- Demonstrated problem solving ability and ease with competing timelines
- Strong organizational skills, good attention to detail, ability to manage multiple tasks and a professional demeanor
- Experience in and a passion for non-profit work
- Excellent verbal and written communication skills
- Strong facilitation skills and experience communicating effectively in front of groups
- Solid knowledge of Microsoft Office suite, databases
- Police Vulnerable Sector Check (required upon hire)

Preferred Qualifications:

- Experience in and a passion for non-profit work
- Knowledge of child welfare would be an asset
- Proficiency in the French language is an asset (candidates will be assessed)

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: recruitment@facsfla.ca. Interested and qualified applicants are invited to apply in writing by July 04, 2022.
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. We strongly encourage applications from all qualified individuals from equity seeking groups including but not limited to African Canadian, Indigenous, people with disabilities, LGBTQ2S+ communities to apply. The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca.

FACSFLA is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) [<https://www.facsfla.ca/about/accessibility>] and the Ontario Human Rights Code.

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.