

#### About Child Development Institute

Child Development Institute (CDI) is a leading children's mental health agency in the City of Toronto offering a range of services to approximately 3,500 children ages 0-12, youth ages 13-18 and their families each year. Our mission is to promote and support the healthy development of children and to strengthen the families and communities in which they live. We provide four streams of service to families in need: early intervention, family violence, healthy child development and specialized mental health services for children and youth with learning disabilities.

#### Position Summary

The SNAP Girls Coordinator ensures that the conceptualization and delivery of the SNAP Girls' Program is consistent with the mission, values, policies, procedures, standards and priorities of the organization and is provided within assigned resources. The Coordinator provides vigorous leadership towards the achievement of an excellent professional environment and exemplary supervision. Under their direction, linkages to parents and program participants are forged that balance responsive, evidence-based services with empowerment and mutual-aid philosophies. With regard to the external environment, they ensure that CDI is well represented and appropriately positioned within the professional community, and within other communities of interest by assuming leadership roles and by forging effective partnerships that produce identified objectives. Early Intervention Coordinators have an organizational work style that reflects both clinical and management skills and that balances individual strength, autonomy and initiative with effective teamwork. The Coordinator of the SNAP Girls' Program participates in the Agency Leadership Team, and the Clinical Managers Group meetings as required to deal with operational issues, as well as the strategic vision and directions for the agency.

This position is not within the Collective Bargaining Unit.

#### Summary of Duties and Responsibilities

- Directly supervises the SNAP Girls' Program to ensure provision of quality services in accordance with sound management practices, the Collective Agreement and agency approach to supervision.
- Assists SNAP EI Manager in hiring and orientation for vacant staff positions.
- Evaluates and regularly reviews performance strengths and issues with assigned staff in keeping with agency policy and service standards;
- Provides effective training and leadership to staff that inspires professional aspirations and performance and that also confronts and effectively addresses performance deficiencies;
- Ensures ongoing knowledge development: conceptual understanding of child development, family functioning, and theoretical and evidence-supported foundations of interventions. A well-established grounding in feminist, attachment and trauma theories is essential;
- Provides regular supervision through a range of approaches: formal and informal, individual and group meetings as well as observational feedback and review; encourages individualized professional development through participation in relevant internal and external courses, workshops and conferences;
- Ensures that work and cases are appropriately assigned in keeping with workload standards and that service is co-coordinated for optimal delivery;
- Reviews clinical work and ensures the quality and professionalism of case and service plans;
- Maintains a current knowledge of relevant benchmark clinical practices and models and related theory and research;
- Arranges staff scheduling and coverage as appropriate for service delivery
- May contribute to effective program development

- Collaborates with CDI research department to implement relevant investigations;
- Monitors and effectively acts on quality assurance reports
- Monitors the volume of service delivered against approved agency standards and anticipates emerging service patterns, issues and needs; ensures that these findings are communicated in an appropriate and productive manner.
- Participates in the management process
- Participates in the Agency Leadership Team and Clinical Managers Group to establish operational policies, standards and procedures;
- Works closely with the Clinical Managers to ensure overall co-ordination and effective agency operations;
- Keeps the SNAP EI Manager apprised of service delivery issues and recommends significant relevant changes;
- assists the EI manager and budgeting;
- In collaboration with SNAP EI Manager, approves expenditures within procedural requirements;
- In collaboration with SNAP EI Manager, reviews service and work plans for each program supervised;
- Develops and maintains effective relationships with key stakeholders
- Ensures linkages to parents and program participants that balances a responsive professional model with empowerment and mutual-aid philosophies;
- Assumes a clear community profile of visibility and leadership that well represents the organization;
- Performs other assigned duties in the interests of the agency

#### **Minimum Qualifications:**

- Registration with a professional college (e.g. College of Social Work, Psychologists and Psychotherapy)
- A Master's in Social Work, Psychology or a related discipline
- Registration (or eligibility for registration) with a professional college (e.g., College of Social Workers, Psychologists, Psychotherapy)
- A minimum of 5 years' clinical therapy experience working with children & adolescents, families and groups, and familiarity with associated systems (schools, community agencies)
- Training and experience in the delivery of evidence-based therapies
- Commitment to ongoing professional learning and development

**Deadline for Applications:** January 26, 2018

**Submit application via email to both:** Ni-Keisha Williams-Boreland      Karen Sewell  
 Child Development Institute      Child Development Institute  
[HR@childdevelop.ca](mailto:HR@childdevelop.ca)      ksewell@childdevelop.ca

*Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Child Development Institute will provide accommodations throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please notify Human Resources of the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.*

*While, we thank all applicants, only those selected for an interview will be contacted.*

*All applicants are advised that offers of employment are contingent upon the successful completion of a police records check.*