



## JOB POSTING

<b>POSITION:</b>	COMMUNITY FACILITATOR - PRE-IMPLEMENTATION SPECIALIST
<b>REPORTING TO:</b>	SENIOR MANAGER, IMPLEMENTATION AND AFFILIATE RELATIONS
<b>JOB TYPE:</b>	FULL-TIME, (35 HRS/WEEK), NON-BARGAINING
<b>POSTED DATE:</b>	OCTOBER 07, 2022
<b>APPLICATION DEADLINE:</b>	UNTIL FILLED
<b>EXPECTED START DATE:</b>	ASAP
<b>LOCATION:</b>	TORONTO

### ABOUT 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

CDI is seeking a Community Facilitator – Pre-Implementation Specialist to join our Program Implementation, Research and Program Scaling team. Under the direction of the Senior Manager, Implementation and Affiliate Relations, the Community Facilitator – Pre-Implementation Specialist will be responsible for identifying, facilitating and building relationships with children's mental health, health centres, and other community-based organizations with a focus on securing licensed Affiliate Sites.

### DUTIES & RESPONSIBILITIES

1. Secure commitments by connecting with organizations that:
  - a. Are not familiar with CDI's evidence-based (EB) scalable programs but already provide child and family services/programming such as mental health services;
  - b. Have expressed an interest in becoming an Affiliate;
  - c. Previously implemented a CDI evidence-based program to determine interest in re-licensing;
2. This position is required to seek out new partners and follow up on the current pipeline (existing contact list) based on geo-mapping or other analyses to reach underserved high-risk target areas;
3. Initiate conversations about sustainability from the onset of negotiations;
4. Research communities across Canada to understand current needs, and local capacity in delivering mental health services and evidence-based programming;
5. Call and/or email prospective organizations and schedule meetings accordingly;
6. Track all activities, communications, and related contacts in a data system (CDI's SNAPiT system or alternate);
7. Prepare and send information packages;
8. Travel as necessary to meet and conduct meetings, presentations, and information sessions (pending travel restrictions in a post-pandemic environment)
9. Build and sustain professional relationships with partners/Affiliates;
10. Contribute to reviewing/creating communication materials and strategy;
11. Support the development of marketing and communication materials (including presentation decks) required to support recruitment efforts for a variety of audiences;

12. Be able to perform in a performance-based environment (provide regular reports on affiliate recruitment activity and other related key performance indicators).
13. Promote CDI's programs as proven programs for children and families;
14. Contribute to the implementation of programs in the community;
15. Engage Affiliates in Community of Practice activities

#### **MINIMUM QUALIFICATIONS AND SKILLS**

- A university degree in social services, health services or a related field with three (3) to five (5) years experience;
- Experience in working in a non-profit environment is preferred.
- Excellent organizational, communication, and interpersonal skills with the ability to build and maintain partner and community relationships;
- Experience and/or be comfortable communicating with management and leadership roles in the community as well as government officials;
- Excellent communication, presentation, and project management skills;
- Excellent time management, multi-tasking, and organization skills.
- Highly self-motivated and results-oriented;
- Ability to work independently as well as in a multidisciplinary inclusive team environment;
- Proficient in software and data systems technology (e.g., Microsoft Office Suite, Databases etc.);
- Ability to work in a respectful manner with groups from diverse backgrounds and experiences

#### **WORKING CONDITIONS**

- Governed by concurrent and dynamic deadlines, despite conflicting priorities and frequent interruptions
- The noise level in the work environment is usually moderate. Shared office space
- Regular travel to various locations across Canada
- Fast-paced work environment
- Regular handling of queries and calls from external/internal stakeholders
- Ability to work flexible hours to meet the needs of program and clients including primarily evenings and weekends (as required)

**COMPENSATION:** Salary is under review and is subject to skills, abilities, and qualifications.

#### **APPLICATION INSTRUCTIONS:**

Child Development Institute

Human Resources

E-mail: [careers@childdevelop.ca](mailto:careers@childdevelop.ca) and [nslater@childdevelop.ca](mailto:nslater@childdevelop.ca)

*Thank you in advance for your interest. However, due to the volume of resumes received, only those candidates selected for interviews will be contacted.*

#### **DIVERSITY AND INCLUSION:**

*Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to,*

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

*We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.*

#### **ACCOMMODATION:**

*Child Development Institute is committed to creating an accessible and inclusive organization. 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.*

*All applicants are advised that offers of employment are contingent upon the successful completion of a Vulnerable Sector Check.*

***Note: All CDI employees are required to be fully vaccinated as a condition of hire in accordance with CDI Mandatory Vaccination Policy.***