

OPERATIONS SUPERVISOR: Children's Services **Permanent Full-time Position, Fort Frances ON**

Committed to meeting the needs of the community by providing services with care, integrity, and accountability, the Rainy River District Social Services Administration Board (RRDSSAB) delivers Early Learning and Child Care, Ontario Works, Social Housing, Land Ambulance and other services for all organized municipalities and unincorporated areas within the geographic District of Rainy River.

The Rainy River District covers an area of approximately 15,487 sq. kilometers and has a population of 20,110 (2016 Census). It is bordered on the north by the Kenora District, on the east by the Thunder Bay District, on the south by Minnesota, USA and on the west by the Province of Manitoba.

The RRDSSAB is seeking an **OPERATIONS SUPERVISOR/CHILDREN'S SERVICES** on a permanent full-time basis to join our team in Fort Frances, ON. Reporting to the Integrated Services Manager/Children's Services, the Operations Supervisor/Children's Services is responsible for ensuring the delivery, effective operation, management and evaluation of directly operated children's programs in accordance with the statutes, relevant legislation, policies of the Province of Ontario, RRDSSAB policies and procedures, and the College of ECE's Standards of Practice and Code of Ethics. This position is responsible for the direct supervision of assigned staff, providing leadership in child care initiatives, administrative and financial duties, health and safety responsibilities and liaising with community agencies to ensure high quality children's services are provided to both children and their families. Additional duties include back-up for the Integrated Services Manager and will require travel throughout the District and neighbouring Districts.

Qualifications will include:

- Three year college diploma or three year degree in a related discipline and four (4) years work-related experience. Candidates with an equivalent combination of education and experience will be considered. Background in Early Childhood Education (ECE) preferred.
- Knowledge and understanding of directly operated child care programs, legislation, business practices, service system planning, financial management, quality assurance, policy development, budgeting and Ministry reporting requirements.
- Excellent research, evaluation and program planning skills.
- Proficient computer skills and the ability to work within a computerized environment.
- Demonstrated communication, collaboration, and interpersonal skills to develop and maintain positive and effective working relationships.
- Superior report writing facilitation and presentation skills necessary for communicating complex information to a diverse array of groups.
- Ability to work in a team-based setting and with multi-disciplinary and diverse groups.
- Strong project and time management skills with the ability to prioritize workload, as appropriate.
- Ability to exercise a high level of independence, integrity, professionalism, and confidentiality.
- Ability to travel throughout the Rainy River District and neighbouring Districts.

We offer a competitive salary, an excellent benefit package and participation in the OMERS pension plan. Candidates who meet or exceed the requirements for this challenging position are invited to submit a resumé and cover letter, including three work-related references, no later than **3:00 p.m. (CST) on Monday, February 4, 2019 to:**

Joanne Spence, B.HRLR, CHRL, Human Resources Officer
Rainy River District Social Services Administration Board
450 Scott Street
Fort Frances, ON P9A 1H2
Competition #HR-02-2019-OS-CC
PRIVATE & CONFIDENTIAL
or emailed to: joannes@rrdssab.on.ca

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. Information gathered is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection and, for the successful applicant, relevant human resource purposes.

The RRDSSAB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

This document is available in an alternative format, upon request.