



TEAM LEADER, EARLY LEARNING CARE PROGRAMS PFT (35 HOURS/WEEK)

Catholic Family Services of Hamilton (CFS) is a nonprofit, multi-service agency providing counselling, case management, education and support to families, couples and individuals living in Hamilton, Halton, and the surrounding area. We offer a warm, collaborative, and mission-focused work environment that will provide you with the opportunity to have a lasting, positive impact on your community.

As a Team Leader, you are accountable to our clients, parents, colleagues, community partners, funders, and the organization to ensure our programs and services exceed industry standards. By modelling our values (CARES) of Compassion, Accountability, Respect, Excellence and Services you will promote a culture of excellence and quality improvement.

You will lead a team of Early Childhood Educators, Program Administrator and students in providing support to families, children, and infants with diverse and complex needs in the greater Hamilton area.

You will review and evaluate programs, policies, procedures, and practices to ensure they are meeting the needs of the clients & Ministry of Education while identifying and advising Senior Management of service trends and gaps in the agency/community and areas for advocacy and community development. You will network with local, provincial, and federal organizations and associations to promote CFS programs through public relations and fundraising, social media promotion, speaking engagements and proposal writing.

You will participate in hiring, orientation, training, scheduling and performance management of all program staff and students and ensure policies and procedures are up to date and enforced for health & safety and risk management. You will provide supervision, mentorship and consultation on an individual and team basis including identifying education, skill development and training needs and recommending opportunities for learning and knowledge exchange.

This position requires a highly supportive and innovative leader with a diploma in Early Childhood Education, 3 years of leadership and supervision experience, and 2 years of providing licensed child care experience. Must have registration and be a member in good standing with College of Early Childhood Educators. You are collaborative and embrace a self-managed team approach while promoting positive changes, inclusivity, and best practices.

You excel in judgement, ethics, professional standards, empathy, outstanding communication skills, active listening skills and maintaining confidentiality and boundaries. You are proficient at timely and accurate documentation and producing reports and statistical information. You have proven financial skills to manage and monitor a budget, project management skills to manage program plans, initiatives, and goals. You are flexible to work evenings and weekends, and travel off-site to community locations as needed.

How to apply:

Please reply with a letter of intent and resume to:

Human Resources
Catholic Family Services of Hamilton
460 Main St. E Unit 404

Hamilton, ON L8N 1K4
Email: hresources@cfshw.com

Closing Date: Friday, January 20, 2023

All communications will be held in strict and professional confidence. CFS would like to thank all applicants for their interest; however, only those being considered will be contacted.

CFS is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer. We welcome applications from Indigenous persons, visible minority group members, women, persons with disabilities, and LGBTQ2S+ and others who contribute to greater diversity of perspectives.

CFS is committed to inclusive, barrier-free recruitment and selection processes, and a work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process.