



Haldimand-Norfolk

REACH

supporting children, families, communities

Haldimand-Norfolk REACH is a multi-service agency, providing Autism & Behaviour Services, Child & Youth Mental Health Services, Developmental Services, Youth Services, Family Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.

H-N REACH serves as the Lead Agency for Haldimand-Norfolk Child & Youth Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children's services.

H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.

DIRECTOR--EARLY CHILDHOOD SERVICES

Full-time, Permanent, Salaried

Reporting to the Executive Director, this position provides oversight to and the coordination of service planning, quality enhancement, service coordination and community planning functions of the Early Learning & Care, Early Childhood Intervention Services, Family Early Intervention Program, Autism & Behaviour Services, and the Regional Student Nutrition Program of H-N REACH. This position also serves as the operational lead for Regional Student Nutrition Program and Coordinated Service Planning Lead Agency requirements.

Duties General:

- To provide support to the Executive Director in the overall leadership and management of the organization
- To assist in the implementation of Board Strategic Directions and End Policies
- To assume a leadership role in specific Agency-wide initiatives as assigned
- To participate as an active member of the Executive Team.

Duties Related to the Executive Team:

- To develop, implement and oversee an Agency-wide Continuous Quality Improvement Plan
- To research and develop Agency-wide continuous quality improvement measures
- To develop, implement and oversee an Agency-wide community messaging and community relations plan
- To develop, implement, coordinate and oversee an Agency-wide plan for funding and grant applications
- To research, develop and draft position papers for management team and Agency
- Lead Project Teams as assigned.

Qualifications:

Candidates who possess the following qualifications are invited to apply:

- Master's level degree in Social Work, Psychology or related field, or an acceptable combination of post graduate training and experience
- Several years demonstrated experience in senior managerial roles with progressive increases in responsibility
- Significant senior experience in the areas of community development, strategic planning, administration, service coordination, and budgeting
- Extensive experience in the fields of early childhood services
- Excellent computer skills including data base applications
- Excellent organizational, administrative, verbal and written communication skills
- Well-developed report writing, data collection and analysis skills
- Criminal & Judicial Matters and Vulnerable Sector Record Clearances & Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million vehicle liability insurance, clear drivers abstract and use of a vehicle.

Please submit a letter & resume in confidence to:

Wendy Carron, Executive Director

Haldimand-Norfolk REACH

101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

Email: wcarron@hnreach.on.ca

Website: www.hnreach.on.ca

Only those selected for an interview will be contacted

Please contact us if you require accommodation

A United Way member Agency