



Haldimand-Norfolk
REACH

supporting children, families, communities

Haldimand-Norfolk REACH is a multi-service agency, providing Children's Mental Health Services, Autism & Behaviour Services, Developmental Services, Youth and Justice Services, Adult Counselling 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 Children's 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

Ref. #2025-11

Salary: Step 1 \$77,976 - Step 2 \$87,723 - Step 3 \$97,470

Benefits: *Comprehensive, Extended Health Benefit Plan includes Health & Dental Benefits & RRSP.*

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 education, 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
- Vulnerable Sector Record Check (includes Criminal Record & Judicial Matters Check) and Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million vehicle liability insurance, clear Driver Abstract and use of a vehicle.

Applicants are welcome to email the Executive Director, Wendy Carron, wcarron@hnreach.on.ca for more information about this exciting career opportunity, or to find out more about working at H-N REACH.

Please submit a letter & resume in confidence by March 21st, 2025 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*



COME GROW WITH US

Join the REACH team to make a meaningful difference
in people's lives every day!