



springboard

CONNECT. INSPIRE. ACHIEVE.

ABOUT US

Springboard's mission is to build stronger communities by helping youth and adults develop the skills they need to reach their full potential. As a charitable organization, we deliver innovative, professional and diverse programming by establishing partnerships between our clients and their community. Springboard's program areas include community justice, employment, developmental services, youth justice, Weed out The Risk and The Community Learning HUB.

WHO WE ARE

People are at the centre of everything we do. We foster opportunities for skills development, personal growth and social interaction. We also actively promote work/life balance and mental health supports. We foster communication across the agency, from our Town Halls to our quarterly Springboard orientations. We are a learning organization and our people have the opportunity to provide feedback into all areas of the organization.

We have an active Employee Engagement Committee that focuses on connecting staff through communication, a rewards and recognition program, career development initiatives and of course, social and team building opportunities. Springboard offers a comprehensive benefits package for full time, permanent staff and, for all permanent positions, a savings plan that helps support our people in all aspects of their lives.

Internal / External Job Post

Supervisor, Employment Programs

EMP-NU22-79

THE OPPORTUNITY

- Job Class ♦ Non-union
- Department ♦ Employment Programs
- Location ♦ 3195 Sheppard Ave East, Scarborough
- Status ♦ Full-Time, Permanent
- Pay Rate ♦ \$56,000 - \$ 65,000 per annum
- Vacancy Number ♦ EMP-NU22-79

- Available ♦ Immediately
- Hours/Shifts ♦ Monday to Friday, 9 am – 5 pm, some evenings and weekends may be required.
Schedules may change depending on operational requirements

Reporting to the Manager, Employment Programs, the Supervisor of Employment Services will effectively manage, oversee, and develop Springboard's Employment Services program and provide oversight of program projects (e.g., digital media projects) while managing staff, physical and financial resources in the pursuit of program/project objectives.

The Supervisor, Employment Services will actively participate in the development and furthering of organizational vision and strategic planning, change management, program evaluation, communications and contingency/liability mitigation. The successful candidate will participate in Community and Networking groups related to Employment Programs. The Supervisor, Employment Services will be expected to demonstrate professionalism through excellence in knowledge, judgement and behaviors and will demonstrate our core values of inclusivity, collaboration, innovation, care, and integrity.

WAYS YOU CAN CONTRIBUTE

- Works with service agencies and employment programs (e.g., Employment Ontario and City of Toronto)

- Collaboratively identifies, refines and clarifies innovative program/community ideas and needs, and defines a solution scope that can feasibly be implemented using modern business and non-profit approaches to grow the portfolio
- Provides leadership, guidance and performance planning and management to approximately 15 staff in accordance with the goals, purposes, policies and requirements of Springboard and the funders, and the needs of staff, clients, and the community
- Supervision of programs, including: workplace safety and security; financial and administrative management; human resources management; community and program development
- Proactively engages and expands external expert networks to support emerging strategic projects, enhancements, partnerships, service agreements and community development initiatives that meet the needs of Springboard and the community it serves
- Actively illustrates knowledge of policies and procedures and other related manuals that govern the daily operation of the program
- Supervises quality assurance of service, including but not limited to: accurate and timely completion of reports, meeting deliverables on time; clarify priorities and schedule/re-schedule work/appointments and meetings on demand; and maintain records regularly
- Oversight of program projects, e.g., digital media programs, proposals for new programs

WHO YOU ARE

- Post-secondary education in the Marketing, HR and/or Human Services field
- Minimum of 3 years of supervisory experience with established leadership skills to provide direction, performance planning, management and motivation to staff, students, volunteers and interns in order to maintain smooth, high performing, professional functioning programs
- Work experience in management, design, implementation and evaluation of employment programming and community outreach, marketing and placement of multi-barriered, clientele in the Employment Services sector
- Working knowledge of Employment/Training programs (Employment Ontario and City of Toronto) and relevant counseling practices
- Effective communication (written and verbal) and counseling skills, and strong people skills with the ability to utilize a variety of approaches in engaging and problem-solving with staff and community
- Strong and competent mathematical/financial and administrative skills to oversee and manage program related financial resources and recording, participate in fiscal planning, budget/contract proposals, statistics and other related activities as well as prepare for and respond to Springboard, funder, and any external auditors.
- Ability to work with peers internally and externally to share information, evaluate and develop ideas and procedures in conjunction with changing legislation and needs of the programs
- Self-aware with the solid grasp of impact of own behavior and ability to model exemplary professional skills.
- Demonstrated commitment to ongoing personal development
- Evidence of demonstrated solid judgment. Makes good decisions and is capable of sustaining their implementation, able to identify poor decisions and puts plans in place to modify or correct them.
- Proven experience to collaborate and problem solve within a unionized environment
- Experience in motivating and empowering teams through planning, directing, monitoring and evaluating through training, recruitment and performance management
- Demonstrated experience in a leadership capacity to enact change and adapt supports and services to respond to evolving needs
- Demonstrated successful project management experience
- Experience in budget management
- Current Police Records Check
- Flexibility required to travel to other Springboard locations; car an asset.

PREFERRED QUALIFICATIONS:

- Valid First Aid/CPR and Crisis Prevention and Intervention (CPI) certificates.
- Knowledge of CaMS and POES database
- Ability to communicate in French verbally and in written form

Vaccination Policy

Currently, this position is not subject to mandatory vaccination nor vaccination disclosure and rapid antigen testing, but this may change in the future depending on direction from public health and/or Ministry guidance.

Springboard Services continues to follow Ministry and Public Health Guidance and all our employees are expected and required to continue to comply with applicable health and safety measures and compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms.

APPLY

Thank you for your interest in working with Springboard.

Completion of satisfactory, professional references, background checks, and proof of education are requirements of employment.

The Deadline for Applications is February 3, 2023 at 4:00 pm. Please submit your cover letter and resume in a single document. You must also include the vacancy number in the subject line of your email when applying to careers@springboardservices.ca.

Resumes received after the application deadline will be considered at the discretion of the hiring supervisor. **No phone calls please. Only those selected for an interview will be contacted.**

We value the unique skills and experiences each individual brings to the organization and we are committed to creating and maintaining an inclusive and accessible environment for everyone. Applications are encouraged from those who reflect the diversity of our community and we will work with you to provide a positive recruitment experience. Please let us know if you require accommodation during the recruitment and selection process.