



Mental Health & Autism Services for Children & Youth | Services de santé mentale et d'autisme pour enfants et jeunes

Posting Number

E2019-12

Position Type

Management
18 Month Term

Location

Kingston, ON

Career Level

Experienced Manager

Reporting

Clinical Director-Autism Services

Salary & Benefits

We offer a competitive compensation package. Salary Starting at \$80,908 Commensurate with Experience

Application Deadline

Open Until Filled

www.maltbycentre.ca

Program Manager – Autism Services

Maltby Centre is seeking a Program Manager to join our Autism Services Team.

If you are someone who ...

- ✓ Is driven by a passion for supporting services for children, youth and their families,
- ✓ Enjoys planning transition and supporting change,
- ✓ Thrives when working in an engaging and collaborative way,
- ✓ Has management experience, and
- ✓ Is energized by the opportunity to work as part of an inter-professional team in Autism and Children's Mental Health Services

... then we'd like to hear from you.

About Maltby Centre

As KFLA's leading Agency for Autism and Child and Youth Mental Health Services, Maltby Centre provides a broad range of supports and services to children, youth and families in South Eastern Ontario. Our model is based in collaborative leadership both within our organization and in our community.

Creating possibilities for change in young lives, we invest in our staff and support excellence in their provision of services.

About Autism Services

We provide services based in Applied Behaviour Analysis (ABA) including intensive ABA for young children, groups for children and youth, parent education and coaching, family support and transition services to school. The Ontario Autism Program is currently undergoing review and change by the Government. As a result, program is currently in transition.

About the Role

Under the leadership of the Clinical Director of Autism Services, the Program Manager is accountable for the planning, implementation and administrative leadership of assigned service team(s). The teams of staff provide a variety of services to children and youth with autism, and their families. The Manager develops and supports those teams in serving families throughout their journey with Maltby Centre.

The Program Manager works closely with Clinical Supervisors, other Managers, clinical team members and the Clinical Director of Autism Services. The Program Manager plays an important role in managing the transition of changes in the Ontario Autism Program.

Responsibilities

- ◆ Manage staff on an individual and team basis, including chairing team meetings, conducting performance appraisals and approving expenditures.
- ◆ Work closely with the regional clinical team to plan services for children who are referred to, and are receiving Autism Services.
- ◆ Ensure adherence to Ministry Guidelines.
- ◆ Contribute to the development and quality assurance processes in Autism Services.
- ◆ Contribute to Maltby Centre's Operational Plan and ensure implementation of work plans.
- ◆ Be an active member of the Management team.

Skills and Qualifications

- ◆ Master's degree in a relevant field of study; or equivalent education and experience.
- ◆ 5 years' experience in a service environment.
- ◆ Management experience required with a minimum 2 years' supervisory experience preferred.

Assets include:

- ◆ Experience within a unionized environment.
- ◆ Additional education in management or administration of human services.
- ◆ Experience in providing ABA based services to children with autism and their families; preferably at a management level.

Application Process

We request that all applicants submit their cover letter and résumé quoting **Posting number** clearly indicating how you meet the qualifications by email and addressed to:

The Hiring Committee, Maltby Centre
31 Hyperion Court, Suite 100, Kingston, ON K7K 7G3
Email: hr@maltbycentre.ca

Maltby Centre values inclusivity and diversity in the workplace. We encourage applicants from diverse backgrounds, and are committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ("AODA"). If contacted regarding this competition, please advise the hiring committee member of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

All applicants are appreciated for their interest and effort in applying; however only candidates selected for interviews will be contacted.

Job Description available on request.

Learn more about living & working in Kingston at: <https://www.cityofkingston.ca/explore/about-kingston>