

## MANAGER - CHILDREN IN CARE UNIT

**Organization:** Ministry of Children and Youth Services  
**Division:** Child Welfare Secretariat  
**City:** Toronto  
**Job Term:** 1 Permanent  
**Job Code:** AGA22 - General Administration AM-22  
**Salary:** \$84,006.00 - \$110,380.00 per year  
**Posting Status:** Open Targeted  
**Job ID:** 48924

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Are you a highly-committed, leader with a background in social sciences relating to children and youth? If so, the Ministry of Children and Youth Services, Child Welfare Secretariat seeks a skilled professional to manage, design and implement strategic plans and priorities to improve the welfare of children in Ontario.

### What can I expect to do in this role?

You will:

- provide managerial leadership and strategic advice
- design and implement policies, programs, standards, regulations and legislation in the areas of adoption, customary care, foster care, group care and legal custody
- lead and oversee stakeholder consultations on policy/program proposals
- manage and direct the research and development of regulations that would support the implementation and enforcement of initiatives
- manage a team of policy analysts
- lead and manage projects and contracts

### How do I qualify?

#### Leadership and managerial skills:

- You have the ability to build and lead a diverse team with multiple skills and can foster creativity within the team.
- You have the ability to motivate staff and can utilize the team to its full potential.
- You can manage staff to deliver on commitments, adapt to changing priorities and lead change in a multi-disciplinary sector.
- You have the proven ability to make decisions, provide strategic planning and change management advice and recommendations to senior management.
- You have proven experience developing business/work plans, and establishing performance objectives.
- You can cultivate learning and growth of team members through coaching and regular performance management.

#### Program and policy development skills:

- You have extensive experience planning, developing and implementing strategic policy and program goals, objectives and priorities.
- You have work experience and knowledge of social sciences relating to children and youth sufficient to develop integrated child welfare policies and service delivery frameworks to improve the welfare of children in Ontario.

#### Communication and stakeholder relationship skills:

- You can clearly and effectively communicate a vision that maximizes the contribution of staff and community partners.

- You have proven stakeholder management and relationship building skills to initiate, engage, develop and maintain strong working relationships with internal/external stakeholders.
- You possess superior interpersonal skills to foster and sustain a healthy working environment based on collaboration and consultation with a broad group of stakeholders with diverse views and interests, and you have a proven ability to identify and communicate common interests among parties on complex issues.
- You possess well developed communication skills to consult with stakeholders in the development/implementation of strategic policy, to make presentations, and to represent the organization on committees.
- You have experience preparing cabinet submissions, briefing notes and responding to a variety of correspondence.

### **Conceptual, analytical and problem solving skills:**

- You have highly-developed conceptual skills to identify linkages and policy gaps and arrive at innovative solutions.
- You can identify, evaluate, and resolve complex policy/program situations.
- You have demonstrated skills to proactively manage issues.

### **Technical knowledge and experience:**

- You can interpret and apply standards, regulations and legislation related to child welfare in Ontario.
- You have knowledge and experience working in community based children and youth services.
- You have knowledge and are proficient with computer software, including the use of word-processing, spreadsheets and presentations.
- You possess knowledge of general administration, procurement processes to manage the unit in contract administration, budgets and expenditures.

### **Additional information:**

**Address:**                     ▪   1 Permanent, 101 Bloor St W, Toronto, Toronto Region

**Compensation** Management Compensation Plan

**Group:**

**Schedule:**                 6

**Category:**                 Management and General

**Posted on:**                Monday, February 4, 2013

#### **Note:**

- The successful candidate will be required to undergo a satisfactory criminal reference check prior to the commencement of employment.
- N-CF-48924/12

### **How to apply:**

1. **You must apply online by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers). You must enter the job id number **48924** in the Job ID search field to locate the job ad.**
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

**All applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from applying and/or accepting a position with the Ontario Public Service for a specific time period (e.g. one year), or from applying and/or accepting a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember: The deadline to apply is Tuesday, February 19, 2013 11:59 pm EST.**  
Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an equal opportunity employer.  
We will accommodate your needs under the Ontario Human Rights Code.**

 **Apply Online**