

Provincial Advocate for Children & Youth

Supervisor, Investigations (Toronto)

\$80,527 - \$97,581

1 Year Contract

(with the possibility of extension or becoming permanent)

OPEN

The Office of the **Provincial Advocate for Children and Youth**, Investigations Unit, seeks a Supervisor of Investigations. This position will be responsible with leading, organizing and coordinating the investigations and special reviews of the Investigations unit as defined in the *Provincial Advocate for Children and Youth Act, 2007*. The position will develop and implement standards and protocols for the conduct of reviews and investigations in a manner which respects children, their families and the public officials involved in the provision and delivery of services. Other responsibilities will also include: leading the development of detailed independent reports, developing and implementing a workforce strategy, developing policies and practices to ensure strict confidentiality and privacy requirements are met, and determining strategies regarding the direction, speed and flow of the investigations. This position will report to the Director of Investigations.

Qualifications:

- Demonstrated a minimum of 5 year's management experience in a unionized environment; proven experience managing, supervising, coaching and mentoring staff with a diverse background of experience and training;
- Knowledge and understanding of *Provincial Advocate for Children and Youth Act, 2007, Labour Relations legislation and Employment Standards Act*;
- Extensive knowledge or experience in Investigations;
- Significant experience in other areas relevant to investigations such as child pediatric health services, children's mental health services, and child development services;
- Strong organization skills and ability to deal effectively and positively with a range of internal and external stakeholders;
- Excellent written and oral communication skills;
- Strong analytical and problem-solving skills;
- Expert knowledge of Ontario's children's services and ability to successfully establish and maintain relationships with key stakeholders;
- Advanced level of understanding of a minimum of two or more of the office's mandate areas; Child Welfare, Child Protection, Children's Mental Health, the needs of Ontario's First Nations children and youth and/or children with "special needs";
- Proficient with Microsoft Office, including Outlook, Word, Excel, PowerPoint, CaseMap and the Internet to conduct research.

Police background check including a vulnerable sector screening is required.

Though this contract is for a year, there is a possibility of extension or becoming permanent.

Please submit your resume with a covering letter, quoting file PA-2015-08 to be received no later than **October 19, 2015 at 5 pm** to the Office of the Provincial Advocate for Children and Youth, 401 Bay Street, Suite 2200, Toronto, Ontario M7A 0A6, e-mail at jobs@provincialadvocate.on.ca, or fax to 416-325-5681. Resumes must be submitted as attachments only and must be in MS Word (.doc), PDF (.pdf) or Rich Text (.rtf) format.

While we appreciate all applications, only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

An Equal Opportunity Employer

Issued: October 5, 2015