

Services. Support. Leadership.



Au service des gens ayant une déficience intellectuelle ou l'autisme et leurs familles

Serving people with intellectual disabilities or autism and their families



111 Donegani · Pointe-Claire · QC · H9R 2W3

info@wiah.qc.ca · www.wiah.qc.ca

t 514-694-7090 · f 514-694-5839



## **JOB OFFER MANAGER PAT ROBERTS DEVELOPMENTAL CENTRE**

Do you enjoy working with children and want to make a difference in a social environment by contributing your expertise in special education? Do you want to showcase your leadership and communication skills while demonstrating your warm and caring nature? Do you want to be part of a close-knit team and a professional family that values teamwork, communication and collaboration among colleagues?

WIAIH (The West Island Association for the Intellectually Handicapped) is a charitable organization that aims to increase opportunities for people with intellectual disabilities or autism spectrum disorder, support their families and sensitize the community. The Pat Roberts Developmental Centre is ideal for children who demonstrate developmental delays, both diagnosed and undiagnosed. It provides an appropriate learning experience through playful interactions for children from birth to 6 years of age while supporting their families in a positive and proactive manner.

### **JOB DESCRIPTION**

Under the supervision of the Executive Director, the Pat Roberts Developmental Centre Manager will have as main responsibilities:

#### **Children and families component :**

- Establish good communication with parents, registered or potential, in order to foster their understanding and support of the philosophy and playful approach of the Centre;
- Develop strong relationships with parents, encourage their participation in their child's development; monitor the well-being of the family unit and follow up with each child in the program;
- Offer support, suggest and/or refer parents to internal or external resources depending on their child's needs and progress;
- Respond to requests for information and/or services in a timely manner. Complete forms as required by parents;
- Support parents in planning for their child's integration into regular or specialized school when required.

#### **Administration and human resources component:**

Membre de  
Member of



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- Oversee the day-to-day administration of the Center and the quality of services - work schedules, assignment of staff responsibilities, child registrations and use of office space/resources;
- Manage program budget, prepare correspondence, collect statistics, maintain participant files; ensure regular follow-ups with the Executive Director;
- Organize and coordinate school calendar and special events;
- Supervise and support staff in planning activities to promote developmentally appropriate learning; edit and correct reports and communications given by staff to parents or professionals;
- Plan, organize, coordinate and promote professional development, trainings and team meetings;
- Evaluate employee performance and provide coaching or mentoring as needed;
- Plan and implement the occupational health and safety program for staff and participants;
- Provide recommendations for improvement and develop long-term planning to facilitate the growth of the Centre.

## TRAINING AND SKILLS PROFILE

- Bachelor's degree in a relevant field (Childhood Education, Psychology, Social Work, Teaching, Psychoeducation) or any equivalent training;
- Minimum of three (3) years of relevant experience in a supervisory role;
- Bilingualism, both written and oral;
- Strong knowledge of child development, atypical development in relation to a delay or diagnosis, as well as the various interventions and approaches;
- Good public speaking skills;
- Demonstrate leadership, empathetic listening, a good observation and excellent interpersonal skills;
- Demonstrate flexibility and adaptability to changing situations;
- Have a strong interest in teamwork;
- Experience or knowledge of non-profit organizations (an asset).

**Salary to be determined based on experience;**

**Work schedule of 35 hours from Monday to Friday.**

**Starting date: as soon as possible.**

We invite those interested to send their application directly to the following email address:

[hr@wiaih.qc.ca](mailto:hr@wiaih.qc.ca).

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*WIAIH adheres to the principle of access to equal employment. The use of the masculine in this text as a neutral gender designates both women and men and is only intended to lighten the text.*

Membre de  
Member of

