

Niagara Peninsula Children's Centre Job Description

Job Title: Executive Director

Reports to: Board of Directors

Role:

The Executive Director is appointed by the Board of Directors and is responsible for the administration, organization, and management of the Centre:

- in accordance with the policies and directions of the Board;
- in accordance with all laws, statutes, and regulations to which the Centre is subject; and
- within approved budgets

The Executive Director leads the organization to accomplish the vision, mission and goals established by the Board and as prescribed in the Ends Policy of the Centre. The Executive Director leads the senior management team in identifying organizational needs, objectives, goals and plans, ensuring that appropriate responsibility is assigned and services are implemented as needed.

Specific Responsibilities:

Responsibilities of the position include:

- communicate the vision, Ends/mission and goals of the Centre internally to staff and provide leadership, support and resources to achieve them
- engage the community by communicating the vision, Ends/mission, goals and programs of the Centre externally to the community and ensure that they are consistent with the needs and expectations of the community
- represent the Centre at public functions and to government agencies and professional associations
- issue public statements and deal with media on behalf of the Centre and its Board as appropriate and in accordance with Centre policies
- develop and nurture an organization-wide philosophy of continuous improvement in all areas
- administer, organize and manage the Centre efficiently and effectively and within approved or prescribed policies, laws, statutes, regulations and budgets
- select, employ and supervise all employees in order to carry out the established programs of the Centre
- ensure the health and safety of clients, staff and the public and the preparedness for disaster and emergency situations
- lead the management team in identifying organizational needs, objectives, goals and plans, and ensure that appropriate responsibility is assigned and services are implemented as needed
- engage in ongoing orientation, supervision and performance appraisals of management staff
- recommend to the Board any appropriate new policies or changes to existing ones; assist the Board with establishing and evaluating strategic directions
- ensure policies and procedures are maintained in an operating manual and that these are communicated to all staff

- promote collaborative partnerships and alliances with other agencies in the delivery of programs to the community
- report regularly to the Board of Directors on all matters concerning the Centre, including deviations from accepted or mandated requirements
- assist the Board to operate well through effective processes and policies; support the members of the Board in carrying out their roles; keep them informed; and provide them with the information needed to make timely and appropriate decisions

Accountability:

This position is broadly subject to policies and goals as determined by the Board of Directors and is accountable to the Board of Directors. The position has effective control over the significant activities and resources which produce the expected results for the Centre and is the sole position which must answer for the results.

Key Relationships:

The Executive Director is concerned with the effectiveness of all relationships which affect the Centre. The following are particularly significant to the position:

External

- officials at all levels of the Ministry of Children and Youth Services and other government Ministries as necessary, and other funding bodies, who have any responsibility for funding levels, service delivery, policy formulation, and any other aspect which impinges on the Centre and the network of children's services
- elected public officials such as Members of the Legislature, and of regional and municipal councils
- community organizations such as service clubs and fund-raising groups and local businesses for public relations and fund-raising purposes
- senior staff from other organizations such as children's agencies, hospitals, school boards, the Community Care Access Centre, the Regional Municipality of Niagara, the Public Health Department, local post-secondary institutions and other non-local post-secondary institutions as necessary and local and regional children's services planning forums and committees
- children's treatment centres in the Province of Ontario and the Ontario Association of Children's Rehabilitation Services
- parents and caregivers of clients of the Centre

Internal

- managers, staff and volunteers in all areas
- board members
- senior staff and board members of the Centre school
- NPCC Foundation senior staff, board members and donors

Performance Factors:

In assessing the performance of an incumbent in this position, the following factors will be utilized as appropriate:

- the effectiveness of the centre in working to define and implement clinical and administrative processes and protocols

- the effectiveness of all processes and organizational structures established to help carry out the objectives, goals and plans for the Centre
- the degree of communicating, promoting and championing of NPCC purpose, objectives and goals
- the progress made in achieving all objectives and goals, obtaining and maximizing all resources available to NPCC
- the level of satisfaction expressed by all stakeholders with respect to the various clinical and administrative services provided

Position Specifications:

Education and experience

The *minimum* specifications for an incumbent will be:

- a degree or equivalent in health, business administration or social sciences, and eligibility for registration with the appropriate professional body
- five or more years of successful progressive management and leadership experience in a health or children's facility, or in another setting with transferable skills

Knowledge/Skills

- extensive knowledge and skills gained through broad experience in the field of pediatric rehabilitation which require a command of involved and diverse practices and precedents
- excellent interpersonal skills, inspire confidence and be able to build an effective and motivated team
- will possess the leadership qualities of commitment, integrity, the ability to empower individuals and teams, the ability to unite the Centre towards a focused objective, courage to demonstrate and foster initiative, flexibility and responsiveness to changing conditions and concepts in health care, and team learning skills in the context of continuous quality improvement
- collaborative skills to develop partnerships and alliances with other agencies and programs, with the ability to think beyond the Niagara Peninsula Children's Centre
- the ability to continuously and effectively communicate the philosophy and vision of the Niagara Peninsula Children's Centre internally to its employees and externally to the community
- strong financial management skills to create and maintain efficient delivery systems and eliminate unnecessary activities
- will have understanding and experience with Human Resources operations, policies and practices
- will understand and have experience with the operations and regulations of charities and foundations
- strong service orientation and consumer focus, not only with respect to the Niagara Peninsula Children's Centre but more broadly across the entire system for children's programs to ensure that services are seamless and coordinated

Board of Directors
Revised March 2010