

# NORTH OF SUPERIOR COUNSELLING PROGRAMS

## Position Description – Executive Director (Executive Leadership)

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### **Summary**

The Executive Director is accountable to the Board of Directors and responsible for the overall implementation, operation, and evaluation of the North of Superior Counselling Programs, reporting directly to the Board of Directors. The Executive Director ensures the efficient and effective operation of the agency within the legislation and according to the Agency Mission Statement, goals and objectives

### **Core Competencies**

• Quality and Person-Centered Orientation	• Time Management
• Creative and Innovative Thinking	• Development and Continual Learning
• Critical Analysis	• Accountability and Dependability
• Ethics, Integrity, and Respect	• Decision making and Judgment
• Mathematical Reasoning	• Resourceful and Adaptable
• Mediating and Negotiating	• Mindfulness and Self Reflection
• Effective Verbal and Written Communication	• Coaching and Mentoring
• Collaborative and Independent Leadership	• Compassionate and Empathetic

### **DUTIES AND RESPONSIBILITIES**

#### **Board of Directors**

1. Responsible for the implementation of Board policies.
2. Acts as a consultant to the Board of Directors anticipating and identifying special needs and trends in the District.
3. Keeps the Board of Directors fully informed of all significant operational, financial, and other matters relevant to the Agency. This includes external items emanating from Governments and stakeholders.
4. Facilitates effective communication and good relationships between the Board of Directors and the Ministries, staff, bargaining unit, clients, media, and other related agencies.
5. Acts as a resource to the Board of Directors and a member of the Management Negotiating Committee during contract negotiations with the Union.
6. Serves as ex-officio member on the Board and its committees.
7. Ensures implementation of orientation and ongoing education programs for the Board with Executive Assistant support.
8. Lead the creation and implementation of the Agency's strategic plan.
9. Perform other duties as outlined in the Board of Directors' Manual or as assigned by the Board of Directors.

#### **Management/Leadership**

1. Monitors Management teamwork plans.
2. Ensures that programs and services successfully fulfil the Agency's mandates and funding agreements.
3. Reviews and evaluates existing studies of District needs, resources, and designs and/or implements further studies as needed.
4. Works with the Finance Team to develop, implement and monitor the program budgets. Monitors the financial reporting of the Agency.

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5. Reviews, evaluates, designs, and participates with the Management Team in the implementation of the professional development activities for the Agency.
6. Reviews, evaluates, and revises in consultation with the Board, the policies, and procedures of the Agency to ensure Accreditation standard is maintained.
7. Lead for Agency representation and collaboration to other agencies, the public at-large, the funding Ministries, regional planning bodies and other partners.
8. Responsible for the solicitation of funding dollars from the Ministries with Finance Team support.
9. Makes a twice-yearly visit to each office to meet with staff and assess the work environment of each office.
10. In consultation with Board and Management Team, develops goals and objectives based on strategic plan and directions.
11. Work with Management Team to ensure data quality and consistency within the Agency.
12. Responsible for the hiring, discipline, and termination of all staff in accordance with Board Policy and the Collective Agreement.
13. Provides direct supervision to Management Team.
14. Completes probationary reports and annual performance appraisals of Management Team.

### **Strategic Directions/Sustainability**

1. Reviews and evaluates current design, function and organizational structure of the North of Superior Counselling Programs and implements any new design as decided by the Board of Directors and Ministries.
2. Utilizes data and reporting procedures to inform decision making as needed.
3. Provides overall leadership and vision in developing the tactics and plans necessary to meet objectives.
4. Fosters a corporate culture that promotes safe and ethical practices, workplace wellness, respect in the workplace, and encourages individual integrity and social responsibility.
5. Connects with and maintain key collaborative partnerships and positive working relationships.
6. Ensure District-based voice in discussions and decision-making processes.
7. Maintain memberships and representation at key networks, planning tables and other related meetings as required.
8. Maintain and advocate for North of Superior Counselling Programs' three (3) transformation priorities
  - To ensure person-centered Mental Health & Addictions service delivery remains at the heart of all that the agency undertakes.
  - That Mental Health & Addictions services remain governed, managed, and administered from within the District of Thunder Bay.
  - That Mental Health & Addictions services remain integrated in their delivery across the lifespan.

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### **QUALIFICATIONS**

- a. A professional degree at a Masters level in a relevant field preferred and may be required in applicable areas of responsibility.
- b. Maintain in good standing membership with relevant professional body.
- c. Minimum of five (5) years' recent clinical experience is required if preferred.
- d. Minimum of five (5) years' leadership/management experience in a not-for-profit charitable organization is preferred.
- e. Minimum of three (3) years' supervisory experience/practice.
- f. Knowledge and experience of leading within a unionized environment is preferred.
- g. A combination of demonstrated experience and education in financial management, program development and administration.
- h. Strong leadership skills, exceptional communication, organization and writing skills are required.
- i. Skills in strategic planning and knowledge of program evaluation are required.
- j. Strong negotiation, effective conflict resolution and innovative problem-solving skills are necessary. The ability to work effectively with government funders, other service providers and a volunteer Board of Directors is required.
- k. Criminal Reference Check with Vulnerable Sectors Screening.
- l. Valid Class G driver's license with acceptable driving record and reliable vehicle.
- m. Bilingualism is an asset.

### **Working Conditions**

- a. Extensive travel will be required in personal vehicle
- b. Must maintain a minimum of \$1,000,000 vehicle liability insurance.
- c. Ability to attend and conduct presentations.
- d. Manual dexterity is required to use desktop computers and peripherals.
- e. Overtime as required.
- f. Lifting or moving up to 10lbs may be required.

### **Occupational Health & Safety**

- a. Follows all policies and procedures to ensure personal safety and safety of others.
- b. Report any equipment or safety problems to supervisor.
- c. Review Agency policies and procedures as required.

The above job description reflects the major aspects of the job and shall not be construed as a detailed description of all work requirements inherent in the job. All positions may be assigned other job-related duties as required from time to time.

Interested applicants should submit a cover letter and current resume to the attention of Evan Speziale at [evan@spezialerecruiting.ca](mailto:evan@spezialerecruiting.ca).

**\*\*\*This is an equal opportunity position\*\*\***

**In order to ensure equal opportunity during the recruitment and selection process, NOSP provides accommodations for applicants with disabilities upon request.**