



1. POSITION TITLE: EXECUTIVE DIRECTOR
2. IMMEDIATE SUPERVISOR: Reports to Chair of the Board
3. SCHEDULED HOURS OF WORK: Full time, 37.5 Hours per week
<p>4. PURPOSE OF POSITION:</p> <p>The Executive Director is responsible for executing the successful leadership and management of Hospice Huronia in accordance with the Hospice’s mission, vision, strategic directions and core values; believes in the importance of all its volunteers and their role in the Hospice in providing all aspects of hospice care; and appreciates the dependence of charitable operation on donors.</p>
<p>5. QUALIFICATIONS</p> <p>Bilingual candidates fluent in both French and English preferred.</p> <p>Background or previous experience in working collaboratively with First Nations or Metis Nation an asset.</p> <p><u>EDUCATION</u></p> <ul style="list-style-type: none"> • As Hospice Huronia Board launches its Residential Hospice program, the successful candidate will have formal education from an accredited university and hold the licence of a Registered Nurse. S/He will have experience with not-for-profit management and working with a volunteer Board of Directors. A degree in Health Care Administration is preferred but not essential. • Only candidates with a minimum of five years senior management experience in a community health care related based organization and a demonstrated track record of participation at a senior level in a variety of fundraising initiatives will be considered.
<p>6. KNOWLEDGE, SKILLS AND ABILITIES</p> <ul style="list-style-type: none"> • Demonstrated experience in leadership and management skills as they relate to non—profit-voluntary organizations • Knowledge of federal and provincial legislation applicable to voluntary and charitable sector organization including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc. • Knowledge of current community challenges and opportunities relating to the mission of Hospice Huronia • Knowledge of and experience in human resources management • Proficiency with financial management <p>Proficiency in the use of computers for word processing, Excel financial spreadsheets, email, internet and ideally, experience with fundraising database</p>



7. PRIMARY DUTIES AND RESPONSIBILITIES:

LEADERSHIP

- Participate with the Board of Directors in developing a strategic plan to guide Hospice Huronia
- Identify, assess and inform the Board of Directors of internal and external issues that affect Hospice Huronia
- Foster effective team work between the employees and volunteers
- Foster an effective relationship with the Board
- In addition to and in collaboration with the Chair of the Board, act as a spokesperson for Hospice Huronia
- Ensure an effective Volunteer Program that meets the needs of Hospice Huronia

OPERATIONAL PLANNING AND MANAGEMENT

- Prepare, regularly review and amend the Hospice Huronia operational plan with Board consultation and approval
- Ensure that the operation of Hospice Huronia is aligned with the needs and expectation of its clients and families
- Track and report operational and quality indicators as requested by the Board and by North Simcoe Muskoka Health Integration Network (LHIN)
- Oversee the efficient day-to-day operation of Hospice Huronia
- Ensure Hospice Huronia remains in compliance with changing legislation through regular information updates and evaluation leading to new policies or directive with Board input
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Work collaboratively with those volunteers and staff leading fundraising initiatives

PROGRAM PLANNING AND MANAGEMENT

- Implement the strategic and operational plans and evaluate Hospice Huronia's programs and services
- Ensure that the program and services offered by Hospice Huronia contribute to the Hospice's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of Hospice Huronia to maintain or improve quality and ensure accountability

HUMAN RESOURCES AND PROGRAM MANAGEMENT

- Determine the employee requirements and development for organizational management and program delivery
- Ensure participation of the Lead RN and/or senior office staff in the recruitment and hiring process
- Oversee the implementation of the human resources policies, procedures and practices including a job description for each employee
- Establish a positive, healthy and safe work environment in accordance with all

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appropriate legislation and regulations

- Establish and support a Joint Health and Safety Committee
- Ensure emergency procedures drills, such as FIRE and EVACUATION, are practised regularly
- Ensure that all employees receive an orientation to Hospice Huronia and that appropriate training is provided
- Implement a performance management process for all employees including timely feedback for performance on an ongoing basis and conducting annual performance reviews
- Coach and mentor employees
- Discipline employees when necessary using a progressive system and release employees when necessary using appropriate, progressive and legally defensible procedures

FINANCIAL OVERSIGHT

- Develop a comprehensive budget for Board (Finance Committee) approval
- Provide input and feedback on fundraising plans and funding proposals that support Hospice Huronia
- Participate in fundraising activities as appropriate
- Ensure that sound bookkeeping and accounting procedures are followed by working with the back office providers to ensure that all necessary requirements are met for their accounting system and by approving expenditures within the scope of authority
- Administer the funds of Hospice Huronia according to the approved budget and monitor the Hospice's monthly cash flow
- Ensures compliance with quarterly reporting submissions to the NSM LHIN in accordance with MSAAs agreements.
- Ensures receipts are completed and distributed to individuals for donations received in accordance with Revenue Canada Guidelines, and ensuring an accurate donor list is maintained and fundraising communication is completed as necessary.
- Work with the Board Treasurer to provide the Board with Comprehensive, regular reports and with the auditors for an annual audit on the revenues and expenditures of Hospice Huronia
- Ensure that Hospice Huronia complies with all legislation covering taxation, benefits and withholding payments in conjunction with the back office services
- In conjunction with the Finance /Audit Committee, works with agency auditors to ensure sound and accurate financial reporting.
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8. QUALIFICATIONS

EDUCATION

- The successful candidate will have formal education from an accredited university in at least one discipline among healthcare, social services, business or not-for-profit management. A degree in Health Care Administration is preferred but not essential
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<p>9. KNOWLEDGE, SKILLS AND ABILITIES</p> <ul style="list-style-type: none">• Demonstrated experience in leadership and management skills as they relate to non—profit-voluntary organizations• Knowledge of federal and provincial legislation applicable to voluntary and charitable sector organization including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.• Knowledge of current community challenges and opportunities relating to the mission of Hospice Huronia• Knowledge of and experience in human resources management• Proficiency with financial management• Proficiency in the use of computers for word processing, Excel financial spreadsheets, email, internet and ideally, experience with fundraising database
<p>Revised:</p>