



EXECUTIVE DIRECTOR

We're seeking a dynamic person to join our team!

Hospice Huronia has been providing services to the residents of North Simcoe for over 25 years; enhancing the quality of life for individuals and their families facing life threatening illness or bereavement. In 2020, we will be expanding our services by opening a residential facility: Tomkins House. The Executive Director must be a strong leader with excellent interpersonal, managerial and administrative skills, as well as a general understanding of hospice community programs and the day-to-day operations and management of a residential palliative care facility.

POSITION SUMMARY:

The Executive Director is responsible for management of all Hospice Huronia needs and reports directly to the Board of Directors. The Executive Director is responsible for oversight and administration of programs, services and strategic priorities of Hospice Huronia and follows Board-approved policies that are consistent with the vision of the organization. Other primary responsibilities include management of personnel, community/public relations, marketing, community outreach, and financial management.

- Permanent full time
- Location – Penetanguishene, Ontario
- Competitive salary
- Comprehensive benefit package
- Healthcare of Ontario Pension Plan (HOOPP) employer

PRIMARY DUTIES AND RESPONSIBILITIES:

Relationship to the Board of Directors

- Attends all Board meetings and provides written reports to the Board of Directors on topical matters.
- Plans and facilitates strategic planning and goal setting annually with the Board and operationalizes the plan.
- Initiates development of long term planning, visioning, and needs analysis.
- Communicates with the Board of Directors, providing timely and accurate information necessary for the Board to function properly and make informed decisions.

Financial Management

- Prepares annual Capital and Operations budgets.

- Manages budgets to ensure targets are met and resources are sufficient to ensure organizational financial health.
- Ensures tax receipts are timely and accurate.
- Ensures compliance with all reporting for funding agreements and Canada Revenue Agency (CRA) regulations.
- Works with the Finance Committee and agency auditors to ensure timely and accurate financial reporting.
- Responsible for organizational fiscal integrity.

Fund and Community Development - Public Relations

- Stays informed with respect to new and changing legislation relative to funding and governance.
- Identifies and pursues all potential grant opportunities (private, municipal, provincial or federal).
- Develops and maintains a strong fund development program using appropriate staff, volunteers and technology.
- Promotes Hospice Huronia within the community; fundraising initiatives, special events, meetings with Business Sector and media, etc.
- Works with program partners, such as, community agencies, hospitals and allied professionals as well as other Hospices to develop and foster mutually supportive working relationships which ensure clients receive optimum palliative care services.

Human Resources (HR) Management

- Ensures appropriate/current organizational policies and procedures are in place including job descriptions that accurately reflect the responsibilities/duties for each position.
- Maintains an ongoing review of current and future staff and volunteer requirements and initiates recruitment as required.
- Reviews industry staffing, salary/benefits trends as a part of strategy to attract and maintain staff.
- Provides for appropriate initial and ongoing training/support for staff and volunteers.
- Ensures regularly scheduled performance reviews are conducted with all staff.
- Disciplines and/or terminates staff as required and documents these activities appropriately for Hospice Huronia's records.
- Ensures confidentiality of staff and volunteers records.
- Develops and implements Health and Safety Program/Committee in accordance with workplace legislation.

Program Development/Administration and Quality Assurance

- Ensures appropriate procedures and protocols are in place for each program and that they are maintained in accordance with required standards.
- Ensures ongoing research and review of relevant information related to best practices within the hospice/end-of-life care field.
- Ensures high quality end-of-life care in collaboration with the residential staff.
- Establishes and implements standards and protocols for collection, access, transfer and storage of all client information
- Ensures operational efficiency and cost effectiveness.
- Ensures compliance with:
 - a) Hospice Association of Ontario Palliative Care Standards
 - b) Hospice/ Palliative Care Best Clinical Practices
 - c) Regulated Health Professions Act of Ontario
 - d) Established Financial and Fundraising principles and practices

Risk Management

- Develops and maintains a comprehensive Risk Management program.
- Ensures the ongoing maintenance of property and equipment.

Other duties/responsibilities as assigned by the Board.

Qualifications

- Candidates will have a minimum of 3-5 years senior management experience in a community health care related based organization, preferably non-for-profit, and demonstrated experience in managing a diverse portfolio of fundraising initiatives.
- A degree in Business Administration with Health Care Administration or nursing degree along with fluency in English and French are considered assets.
- Strong leadership and excellent interpersonal skills
- Significant management experience including supervision of staff and volunteers, program development/evaluation, strategic planning, budget preparation
- Fund development experience
- Effective verbal and written communication
- Positive approach to client service and a demonstrated capacity for empathy
- Commitment to team work and ability to collaborate effectively
- The ability to work flexible hours to accommodate meetings and to be accessible to staff and clients
- Strong Computer skills in Word, Excel, PowerPoint and database software
- Knowledge of basic accounting principles and use of accounting software
- Valid Driver's License, use of reliable vehicle
- Provide Police Record Check with Vulnerable Sector Screening



APPLICATION DEADLINE: Submit your Cover Letter & CV prior to Friday, November 1, 2019 at 5:00 pm to:

info@hospicehuronia.ca

Attention: Board Chair

Hospice Huronia

25 Jeffery Street

Penetanguishene, L9M 1K6.