

## **Job Posting**

### **Executive Director for Kawartha North Family Health Team (KNFHT)**

Position: Executive Director

Type: Full-Time

Salary: CA\$75,000 to CA\$95,000

Location: Hybrid, Fenelon Falls Ontario with satellite locations in Bobcaygeon and Minden

Reports To: Board of Directors

Staff: 31

#### **Purpose**

The Executive Director is responsible, on behalf of the Board of Directors, for managing and leading the Kawartha North Family Health Team. Acting as a liaison between the Board and the employees and volunteers of the Team, the Executive Director will ensure the appropriate systems are in place related to the management of risk, resource identification and utilization, human resources, finances, public relations, and integration with community partners. The Executive Director acts as the representative of the Team to staff, patients, community partners, government, and the public. KNFHT maintains over 6000 patients/clients supported by 31 staff members including 4 physicians.

#### **DUTIES AND RESPONSIBILITIES**

##### Planning and Organizational Development

In collaboration with the Board, staff, advisory teams, and partners:

- Provides leadership and expertise in areas of policy, funding, planning, accountability, and support issues related to KNFHT.
- Supervises all Government reporting.
- Provides leadership for the development and supports the implementation of an operational plan that is in line with the corporation's Mission, Goals, Guiding Principles, and Strategic Plan.
- Develops an annual plan for program and service delivery.
- Aligns the organization by creating processes and leading the team to carry out service plans and strategies.
- Leads the development and updating of management information systems in the areas of policy, statistics, administration, and service delivery.

- Supports external planning functions as required by funders and local planning bodies.
- Liaises with community agencies and organizations for the purpose of developing partnerships, support, referral, and community awareness.
- Aligns strategic priorities.
- Demonstrates leadership in ensuring program needs assessments are conducted by staff with appropriate programs planned and implemented in response to those needs.
- Develops and implements a system of communicating to the public, clients, and staff.

## Financial Management

- Delivers annual and special project budgets to the Board for approval.
- Supervises the revenue and expenditures of the operational and special projects budgets.
- Prepares monthly, or as needed, executive reports for the Board of Directors.

## People Leadership

- Manages the Clinic and its staff to support an environment & culture of service delivery that respects diversity and encourages all employees to work together to achieve results.
- Is accountable for building a dedicated team through hiring, orientation & training of staff, determination of performance standards, conducting performance reviews and investigating employee relations matters with the assistance of the HR & Finance Manager.
- Lead with integrity and ethics.
- Maintain strict confidentiality of Board, personnel, and patient information.

## **ESSENTIAL QUALIFICATIONS**

- Bachelor or Master's degree in Health or Social Services field is preferred, but equivalent experience will be considered.
- Demonstrated experience as an Executive Director or Senior Manager in a community setting.
- Minimum of five years of senior professional experience in health or social services, with experience in reporting to a provincial Ministry like the Ontario Ministry of Health or Ministry of Long-Term Care.
- Experience & knowledge of legislation & regulations along with recognizing the challenges and opportunities within our community for Health Care
- Demonstrated experience in community development and capacity building.
- Demonstrated experience managing relationships & initiating change management.
- Excellent assessment, planning, and organizational skills.
- Excellent verbal & written communication skills including the ability to present to large groups, prepare briefing notes, policy papers & evidence summaries.
- Self-driven, hands-on & results-oriented to perform and lead a unique organization.
- Extensive people leadership expertise in leading & developing a high-performance team.
- Able to develop an environment of equity, diversity, inclusion & anti-racism.
- Excellent interpersonal skills and ability to work effectively with patients, staff, physicians, and community partners.

- Solid conceptual & analytical problem-solving skills.
- Capable of working independently and using initiative and sound judgment when performing duties.
- Exceptional customer service skills and client focus.
- Strong computer skills, including proficiency in using MS Office, including PowerPoint, Word, and Excel. Knowledge of current & emerging technologies is a plus.

**How to Apply:**

All applications should be sent to [finance@knfht.ca](mailto:finance@knfht.ca) by October 4, 2024. Early applications are recommended. All applications will be kept in strict confidence. The search is being conducted by the Board of Directors of KNFHT.

- Kawartha North Family Health Team is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise us if you require an accommodation. The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.