

Community Addiction Services of Niagara

Executive Director

Job Posting

Community Addiction Services of Niagara (CASON) is seeking a passionate, business minded Executive Director to lead us as we build off our many years of providing client-centred addiction services and advocacy for people seeking healthier lives. CASON exists to provide relevant treatment resources for individuals and their families in the Niagara Region with alcohol, drug and gambling addictions.

We at CASON are proud of our committed to excellence, including achieving accreditation earlier this year from the Canadian Centre for Accreditation (CCA). The accreditation ensures CASON meets CAA standards in operating responsibly and providing responsive and quality services and recognizes CASON's culture of learning and quality improvement.

We are seeking a new Executive Director to lead the next chapter of our journey, build off our strengths, and continue to enhance our relationships with a wide array of stakeholders in this essential, community-based agency.

Position Summary

Reporting to the Board of Directors, the Executive Director is responsible for the successful leadership and oversight of the agency according to the strategic direction set by the Board of Directors.

Details of Position/Hours of Work

Regular work week is 35 hours/week, but additionally will often work evenings, weekends, and overtime hours to accommodate activities such as board meetings and representing the organization at public events.

Duties and Responsibilities

1. Strategic Planning:

- Supports the board in strategic planning and participates in the creation of an organizational vision
- Communicates with key stakeholders to identify the changing needs and conditions of the community that is served by the agency
- Develops programs and services that work towards the vision, within the policy guidelines set by the board

2. Operational Planning and Management:

- Oversees the day-to-day operations of the agency
- Responsible for the development of operating policies
- Sets an operations plan based on the board's strategic plan with outcome metrics; communicates and implements with senior team and entire staff

- Facilitates the research, planning, development, implementation, and evaluation of programs and services
- Makes sure that programs and services meet the board's policy guidelines, and reflect the board's priorities (e.g. ethical, legal and best practice standards)

3. Leadership:

- Works in collaboration with the board, staff and relevant community agencies and groups to accomplish objectives and to fulfill responsibilities
- Acts as an advisor to the board on all aspects of the organization's activities
- In addition to the chair of the board, acts as a spokesperson for the agency
- Represents the agency at community activities to enhance the agency's community profile

4. People Management:

- Interprets board policy decisions and strategic plans to staff
- Makes sure that all aspects of HR including performance management, compensation and benefit analysis (including pension plan) and employment contracts are in keeping with required legislation and other applicable regulations
- Ensures agency values are present with staff and clients: professional, respectful, equitable, responsive, safe
- Supports goal achievement, coaches and monitors performance of the senior team

5. Financial management:

- Works with staff and the board to prepare a comprehensive budget
- Works with the board to secure adequate funding for the operation of the agency and oversees the development of fund raising plans
- Ensures that sound bookkeeping, taxation, and accounting procedures are followed
- Administers the funds of the agency according to the approved budget within the authority delegated by the board
- Provides the board with regular reports on the revenues and expenditures of the agency

6. Advocacy Management / External Relations:

- Facilitates a communication plan that informs the community of the agency's mission, and strategic direction
- Complies with the accountability frameworks and builds positive working relationships with the Local Health Integrated Network (LHIN) and other funders
- Participates with local and provincial groups and stakeholder groups to help shape the quality of care for clients

7. Risk Analysis:

- Evaluates, in broad-based terms, the potential assets and liabilities of a project, proposal, or strategy
- Makes sure that both risks and opportunities have been identified and evaluated

- Assesses potential threats to the agency's image and financial security, reporting same to the board
- Provides regular, reliable, and comparable reports on the agency's progress

Ideal Candidate

As the Executive Director you will be both a passionate advocate for addiction services and a steward for a culture of excellence. You will be very familiar with funding complexities and will ideally have knowledge of Ontario's Local Health Integration Networks (LHINs). You will have the ability to build strong and effective relationships and partnerships with a broad range of diverse stakeholders.

As Executive Director you will demonstrate strong financial acumen, have a good understanding of organizational governance and working with a Board of Directors, and know how to maximize the effectiveness of limited resources. As well you will have excellent leadership expertise being a strong communicator both internally and across the broader community.

While a Bachelor's degree is required, a Master's degree in social sciences, health administration, or business is preferred, as is progressive senior leadership experience, at least some of which being gained within a not-for-profit organization. A passion for those we serve is critical.

To express your interest in this opportunity please submit your resume and related information to Greg Pinks at gpinks@axoimperformance.ca.