



## Barrie Area Native Advisory Circle

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**Position:** Mamaway Wiidokdaadwin Indigenous Interprofessional Primary Care Team (MWIIPCT)  
**Supervisor:** Board of Directors  
**Term:** Full Time Permanent  
**Salary:** Commensurate with experience  
**Closing Date:** Feb 16, 2018 at 5 pm  
**Start Date:** As soon as possible

### A. POSITION SUMMARY

The Executive Director is responsible for providing overall development and management leadership to the service delivery, human resources, financial and information components of Mamaway Wiidokdaadwin Indigenous Interprofessional Primary Care Team (MWIIPCT) to improve the health and well-being of Indigenous residents in the North Simcoe Muskoka region. The Executive Director is a resource to the Board of Directors and will maintain a mutual cooperative and collaborative working relationship with the Aboriginal Health Circle.

### B. DUTIES AND RESPONSIBILITIES

The major responsibilities of the Executive Director comprise the following:

#### 1. Plan and manage the delivery of services that are reflective of diversity

- Ensure that programs and services reflect the mission and values of the organization within safe, cultural values as reflected in the operating principles.
- Define goals and objectives for the programs and facilitate the successful completion of them.
- Evaluate programs regularly to ensure that they meet quality standards through quality improvement and accreditation.
- Work in a collegial relationship with the management team, other Ontario Community Health Centres, funders, and health service providers within the region, including community care access centres, public health units and hospitals.
- Raise the profile and increase knowledge of the team, through internal and external sources.
- Engage the broader health care system to benefit clients and integrate services within the communities.

#### 2. Plan and manage the operations of the MWIIPCT

- Develop and implement an annual operational management plan that supports the strategic plan as approved by the Aboriginal Health Circle
- Oversee and direct the day-to-day operations of the team in accordance with established legislation and operational policies and procedures and ensure that they are complete and up to date and that all staff receives proper orientation and training in this area.
- Develop, implement and monitor an organizational design that enables the team to achieve its mission, mandate and strategic directions.
- Chair senior management and staff team meetings.
- Develop and recommend a management succession plan.

### **3. Manage priorities and outcomes in support of the strategic plan**

- In consultation with the various stakeholders of the Aboriginal Health Circle, determine the priorities and outcomes for the service delivery, finance, human resources and information components of the MWIIPCT.
- Monitor and evaluate the results achieved against specified outcomes (as they are determined) in the areas of service delivery, finance, human resources, information and operations.
- Identify variances from established outcomes and ensure that corrective action is taken.
- Ensure that the client remains the focus of services by engaging and responding to client feedback.

### **4. Plan and manage the human resources of the MWIIPCT**

- Analyze and design organizational structure and job functions and set performance standards.
- Provide supervision, support and empowerment to the senior management team members and others as required.
- Provide professional guidance to the senior management team in the resolution of concerns and problems.
- Provide a positive, fair and learning environment within the organization.
- Review and revise job descriptions to reflect responsibilities, authority and accountability.
- Ensure that the appropriate staff recruitment and selection processes are implemented.
- Ensure that all staff receives orientation and training to carry out their responsibilities.
- Ensure that confidential employee files are maintained with up-to-date information.
- Conduct probationary and annual job performance evaluations of directly supervised staff.
- Ensure that staff complaints are responded to in an effective and timely manner.
- Research specific needs and develop an annual staff training plan.
- Encourage and promote active participation of staff at all levels in planning, policy development and operations.
- Implement disciplinary action for directly supervised staff according to the policies & procedures of the organization
- Terminate staff when required.

### **5. Plan and manage the financial resources of the MWIIPCT**

- Direct the preparation of annual budgets for programs and submit these for approval by the Board of Directors in accordance with legislative requirements and regulations of the funder.
- Ensure that funding expenditures are authorized within approved budgets.
- Monitor the financial stability and viability of the service and identify any variances/issues to the Board of Directors on a quarterly basis.
- Monitor and control expenditures to ensure fiscal viability without compromising fundamental mandates.

### **6. Support the management and decision making of the Board of Directors**

- Report to the Board of Directors on the progress of the team in achieving stated outcomes by providing a written and verbal report at board meetings and at the Annual General Meeting.
- Assist the board and its committees through the provision of reliable and timely information.
- Prepare background information as required by the Board of Directors on issues related to strategic planning, formulating/revising board policy, monitoring performance and ensuring financial stability/ sustainability.
- Inform the Board of Directors of local, provincial and federal government policies and/or family health care trends that affect the overall operation and performance of the organization.
- Ensure the planning and organization of meetings and follow up on any actions.

### **7. Ensure compliance with legislation and policy requirements**

- Identify relevant requirements in legislation and regulations that pertain to the service and ensure compliance including operational policies and procedures
- Inform the Board of Directors of the outcomes of any regulatory processes applicable to the service

## **8. Manage and mitigate the risks to the corporation**

- Ensure that appropriate insurance policies and coverage are maintained.
- Inform the Board of Directors of situations that could potentially create liabilities for the organization.
- Develop and implement a risk management policy and plan.

## **9. Effectively manage MWIIPCT communications**

- Act as the primary spokesperson for the organization in dealing directly with the media as per board policy and maintain a sound working relationship with the media using every opportunity afforded to bring the services programs offered by the agency to the public's attention in a positive and proactive manner.
- Maintain regular communications with staff to motivate to contribute toward the corporate vision.
- Maintain a positive presence within partner communities by promoting and building awareness of the corporate vision, mission and services among clients.

## **10. Represent the MWIIPCT at local, regional and national forums to advocate for primary health care and improved Indigenous health issues.**

- Represent MWIIPCT in meetings with governments, community partner organizations and provincial associations and provide any other representation that may be required from time to time.
- Participate in primary health care collaborative initiatives and coordination activities designed to improve the responsiveness of the health care system.

## **11. Ensure the management of business intelligence and information systems**

- Ensure that all components of the information management system (hardware, software and people) work cohesively towards the achievement of the organization's business intelligence needs.
- Monitor the quality and overall accuracy of the information systems.
- Plan and recommend areas of growth with respect to the information management system.
- Use evidence-based decision making driven by business intelligence to ensure the continuous improvement of services.

## **12. Ensure the management of physical facilities**

- Ensure the management of any owned and leased facilities contracts.
- Ensure that appropriate and safe working conditions exist to enable staff to carry out their duties, i.e. Joint Health and Safety Committee.

## **13. Engage in ongoing performance improvement**

- Complete a performance self-evaluation on an annual basis, or more frequently if requested by the Board of Directors.
- Participate in a performance evaluation process and follow up on any stated actions and/or goals.
- Attend professional development opportunities recommended by the Board of Directors to enhance overall management knowledge and/or performance.

## **C. AUTHORITY**

The Board of Directors delegates authority to the Executive Director to:

- Manage the MWIIPCT including the resources of the organization in an effective and efficient manner.
- Interpret and implement the policies of the service
- Cultivate a growth environment to adapt to the every changing health environment.

## **D. ACCOUNTABILITY**

The Executive Director is accountable to the Board of Directors for the following:

- Exercising leadership and developing an Indigenous health service that is capable of adapting to the changing needs of the patients served by the organization.
- Ensuring that legislation, regulations, policies and procedures are not violated.
- Ensuring the Traditional healing program is adhering to the Cultural Wellbeing Framework created by the Aboriginal Health Circle
- Ensuring that programs and services are delivered within the approved budget and that resources are allocated wisely.
- Ensuring that staff receives the proper support, supervision, orientation and training to carry out their responsibilities.
- Ensuring a safe, healthy and productive work environment.
- Maintaining a harmonious working relationship with staff.
- Providing reliable and timely information to support the decision-making processes of the organization.
- Developing and maintaining positive working relationships with health care and community organizations and governments.
- Ensuring that the MWIIPCT is perceived by the community in a positive manner.
- Minimizing the financial and legal liabilities of the organization.

#### **E. FOSTERING OF ORGANIZATIONAL RELATIONSHIPS**

- Maintain an alliance with the other Program Managers to support the health and well-being of the partner communities.
- Collaborate with the partner communities to ensure the effective delivery of community-based health services. Partner communities will include but not be limited to: the Beausoleil First Nation, Moose Deer Point First Nation, Mohawks of Wahta First Nation, Chippewas of Rama First Nation, Barrie Native Friendship Centre, Georgian Bay Native Friendship Centre, Orillia Native Women’s Group, Georgian Bay Native Women’s Association, Métis Nation of Ontario, Chigamik CHC, Enahtig Healing Lodge and others who are part of the Aboriginal Health Circle.
- Maintain an alliance with the Association of Ontario Health Centres to influence policy and primary health care.
- Maintain an alliance with the Indigenous Primary care teams, Aboriginal Health Access Centres and Aboriginal Community Health Centres to share knowledge and resources and advocate for Indigenous health.
- Maintain an alliance with the North Simcoe Muskoka LHIN and other funders to advocate for resourcing a wholistic approach for primary health care

#### **F. QUALIFICATIONS**

The qualifications required for the Executive Director position are as follows:

##### **1. Mandatory Education**

- Master’s Degree in a related field, or
- Equivalent undergraduate degree in a related field with 5 years of experience in Indigenous community health

##### **2. Minimum Work Experience**

- Five of progressively more responsible program, financial and human resources management experience.
- Five years of experience in the field of community-based health care.
- Five years of experience in working with a non-profit Board of Directors.
- Five years of experience in program planning, development and evaluation.
- Five years of experience working in collaborative teams
- Five years of experience working with First Nations, Métis and Inuit communities

##### **3. Knowledge, Skills and Abilities**

- Effective management skills

- Strong understanding of traditional and contemporary health care practices.
- Strong understanding of wholistic health and well-being.
- Confident and consistent decision-making skills.
- Ability to be resourceful and flexible to meet the needs of the organization and the demands of the position.
- Ability to work independently and as a team member to achieve outcomes and meet deadlines.
- Ability to balance demands and priorities.
- Knowledge of relevant legislation, i.e. Excellence Health Care for All Act, Ontario Health and Safety Act, etc.
- Ability to provide professional expertise and guidance to staff.
- Excellent written and verbal communication skills.
- Effective and well-developed interpersonal skills.
- Proficiency in Microsoft Office Suite.
- Certification in a health profession would be an asset

#### 4. Competencies and Judgment

Demonstrated competence and good judgment to:

- Handle emergencies, crises and hostile behaviour.
- Maintain control in difficult and frustrating situations.
- Use professional judgment on a daily basis within guidelines established by provincial legislation, funding agreements and within established policies and procedures.
- Provide support and supervision to directly supervised staff.
- Accommodate competing demands.
- Communicate orally and in writing to physicians, staff, community agencies and the public.
- Make effective group presentations.
- Maintain confidentiality.

#### G. PHYSICAL DEMANDS AND WORKING CONDITIONS

- Work is typically performed in office and community settings.
- Frequent periods of typing will occur while sitting at a computer.
- Regular travel to meetings and communities, including overnight travel, is required.
- Regular overtime work is required.
- Low to moderate exposure to noise in the work environment.
- Regular exposure to a moderate level of tension and anxiety due to deadlines, competing political pressures, and the competing needs and demands for the limited financial and human resources.
- Periodic exposure to smoke may occur from the burning of sacred medicines: tobacco, sweet grass, sage or cedar.

#### H. EMPLOYMENT CONDITIONS

Specific employment conditions of the Executive Director are specified in an employment contract with the Board of Directors and include the following:

- Worksite location is at the head office in Barrie, Ontario
- Valid Class G Ontario driver's license is required.
- Clean criminal record check with vulnerable sector

Please send cover letter and resume to email [admin@banac.on.ca](mailto:admin@banac.on.ca) Attention: Hiring Committee

Disclaimer: This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required. Only those selected for an interview will be contacted.