



HURON WOMEN'S SHELTER
SECOND STAGE HOUSING
and COUNSELLING SERVICES

Providing shelter, support, housing, counselling & advocacy for abused women & their children

POSITION DESCRIPTION

EXECUTIVE DIRECTOR

POSITION SUMMARY:

Reporting to the Chair of the Board of Directors and within the context of a feminist, anti-oppression framework, the Executive Director is accountable for the overall leadership and management of the Agency. The Executive Director will ensure all programs and services are consistent with the mission, vision and values of the Agency. In accordance with legislative and regulatory requirements, Board approved policies and procedures, and consistent with the annual service and administrative plans, the Executive Director will ensure the effective management of all human, financial and capital resources of the Agency.

OVERALL ACCOUNTABILITIES

Leadership and Planning:

- Ensure the development, implementation, evaluation and review of effective programs and service initiatives to benefit Agency clients which are consistent with the mission, service directions and needs of the Agency.
- Ensure the existence of comprehensive standards, policies and procedures consistent with the Agency's mission, vision and values and which comply with government directions and all relevant legislation;
- Ensure the development of Agency plans including: strategic plans, annual service plans, financial plans and funding submissions;
- Collaborate with all stakeholders to ensure that programs and policies consistently reflect changing community needs and conditions;

Agency Management:

- Ensure that the Agency operates within appropriate legislation, standards and guidelines established by funding sources and the Board;
- Oversee the development of the annual service plan including establishment of operational goals and objectives;
- Review incident reports, risk assessments and shift change reports as required;

LOCATIONS IN: GODERICH | EXETER | CLINTON

www.huronwomensshelter.ca

P.O. Box 334, Goderich, ON N7A 4C6

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- Ensure communication with Ontario Association of Interval and Transition Houses, and other relevant organizations. Provide the Board and staff with appropriate information regarding these activities.
 - Ensure the development of publicity and promotional information and material;
 - Ensure good volunteer management practices.
 - Ensure the development and implementation of progressive service, human resource, financial, IT, volunteer and administrative policies and procedures;
 - Ensure the completion and submission of government and community surveys, reports and funding proposals;
 - Monitor and evaluate organizational structures and operational systems to ensure they effectively support the work of the Agency;
 - Ensure that quality measures are in place and that each service is regularly evaluated for adherence to legislative requirements, standards, accreditation requirements and the Agency's mission and goals.

Board of Directors:

- Work with the Board of Directors and its committees to establish short and long range Agency plans and provide regular evaluation on progress in achieving objectives;
- Ensure the development of relevant policies in conjunction with the Board of Directors;
- Collaborate with the Board to identify and implement strategies to mitigate risk as it relates to both staff and clients of the Agency.
- Collaborate with the Board to identify and implement strategies to mitigate financial risks to the Agency.
- Advise the Board on matters affecting the efficient and effective operation of the Agency;
- Act as a spokesperson for the Agency and respond to high profile issues and requests for information from the media;
- Attend and assist in the preparation of board meetings and provide guidance and information on organizational matters; provide recommendations to the Board through regular reports and presentations;
- Report on relevant trends, issues, serious occurrences and identification of new programs and service requirements;
- Ensure the preparation of all necessary documents and reports such as service plans, annual reports, financial statements etc for submission to the Board.

Financial Management:

- Responsible for the development, approval and administration of the Agency's budget which includes, budgeting, development of funding proposals, planning and reporting in accordance with established guidelines;

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- Authorize expenditures and ensure that they conform to budgetary parameters and Board policy.
 - Ensure that regular financial reports including financial forecasts are prepared;
 - Liaise with funding sources regarding budget submissions, ensuring that contractual agreements are met;
 - Develop and implements annual and long-range financial plans as directed by the Board

Human Resource Management:

- Establish and maintain sound and progressive human resource policies and procedures which contribute to a positive work culture and engaged workforce;
- Provide feedback, guidance, direction, leadership, support, mentoring and ensure regular evaluation of all staff.
- Ensure all staff have an understanding and alignment with organizational mission, vision and values and priorities;
- Ensure that staff are familiar with and adhere to the Agency policies, procedures, practices and standards.
- Ensure the development of strategies to support the recruitment and retention of a highly qualified and skilled workforce;
- Ensure the existence of good practices and processes relative to the selection, hiring, performance evaluation, corrective action, and termination of employees;
- Support a culture of learning and professional development and ensure leadership development opportunities exist for staff;
- Ensure the existence of competitive salary and benefits sufficient to attract, retain, reward and recognize competent staff;

Community:

- Identify and create opportunities for improving linkages, partnerships and joint ventures with other agencies and organizations. Establish and maintain effective working relationships with these networks and partners.
- Network and advocate with funding sources in order to negotiate additional funding to address funding cuts or other related financial issues;
- Participate in activities concerning regional, provincial, national and international issues of violence against women and children;
- Advocate on behalf of the Agency regarding critical issues impacting women and children;
- Respond to public speaking requests in order to increase community awareness of Agency programs and services;
- Represent the Agency at local/regional/provincial conferences, committees and planning groups;
- Liaise with government and community organizations and participate on external committees aimed at facilitating open communication and identifying opportunities for increased collaboration;

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Qualifications:***Education and Experience***

- Master's degree (Social Work or a related discipline or equivalent combination of education and experience);
- Minimum of three (3) years experience in a senior management/team leadership position within the social services or not for profit sector;

Knowledge, Skills & Abilities:

- Bring a feminist perspective to the political, social and legal issues pertaining to violence against women and their children;
- Knowledge of all relevant legislation including the Child and Family Service Act, Employment Standards Act, Human Rights Code, Occupational Health and Safety Act and other relevant legislation;
- Knowledge of financial administration, including financial controls, budgeting and reporting systems in order to provide proper oversight;
- Knowledge of progressive human resource practices, principles and all relevant employment legislation;
- Relevant knowledge and/or experience with community, social service, medical and justice system services;
- Knowledge and experience with municipal, provincial and federal government including ability to effectively lobby;
- Experience acting as the Chief Spokesperson for an organization to effectively deal with media around sensitive and high profile issues;
- Ability to provide strong leadership, which provides guidance to motivate staff to offer their best selves in the work of the Agency.
- Ability to develop and implement structures and systems and evaluate effectiveness
- Experience working with Boards, staff, volunteers, and community members and ability to form strong partnerships;
- Excellent analytical, problem solving, negotiating, consensus building, conflict resolution and decision making skills.
- Excellent planning, organizational, administrative and oral and written communication skills;
- Knowledge and experience with MS Office products such as word processing and spreadsheet and database applications.

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