

JOB POSTING FORM

Job Posting No.	Executive Director- 20170530	Job Category	35 hours per week; the panel will consider alternate work arrangements with the successful candidate; and a benefits package offered through CMHA - CCB
Position Title	Executive Director	Organization	Canadian Mental Health Association – Cariboo Chilcotin Branch
Location	51 Fourth Ave. S Williams Lake, BC V2G-1J6	Shift	Flexible Hours – Executive Director to determine work schedule
Wage Range	\$74,385.00 annual salary		
Objectives of the Job	The Executive Director is responsible for the development, management and administration of all programs, services and employees of the Canadian Mental Health Association – Cariboo Chilcotin Branch (CCB). The Executive Director advises, assists and makes recommendations to the Board of Directors and its committees with regard to the policies under which the Association operates.		
Description of Duties	<p>A. <u>Administrative Duties:</u> The Executive Director (ED) plans, directs and administers the activities of the CMHA – CCB. The ED acts as the administrative officer to the Board of Directors. The ED will provide leadership, oversight, mentoring and guidance to the management / supervisor team. The ED ensures that CMHA – CCB is adhering to and following the conditions of the Branch / Division Agreement with BC Division CMHA. The ED is responsible for the development, ongoing monitoring and revising of the administrative policies, program policies and administrative procedures at CMHA – CCB. The ED in consultation with the Director of Finance, Central Interior Community Services Coop prepares the annual operating budget and administers the budget after adoption by the Board of Directors.</p> <p>B. <u>Fundraising Duties:</u> The ED provides leadership and expertise to the Board with respect to fundraising activities and initiatives.</p>		

Description of Duties ~Con't	<p>C. <u>Supervisory Duties:</u> The ED is responsible for the hiring, ongoing evaluation, retention, succession, discipline process and termination (in consultation with the Board of Directors) of all employees at CMHA – CCB.</p> <p>D. <u>Public Relations:</u> The Ed is responsible for the performance and/or delegation of all public relations activities for the Society. The ED will promote consumer involvement and public awareness of mental health issues.</p> <p>E. <u>Reporting Duties:</u> The ED is responsible to ensure compliance with all labor, Work Safe and Licensing regulations and Imagine Canada accreditation standards. The ED will ensure that all reporting requirements are met with respect to funders such as financial and statistical reports. The ED also ensures compliance with all reporting requirements of the Society.</p> <p>F. <u>Other Related Duties:</u> The board may assign other related duties from time to time.</p>		
Qualifications Required	<p>1. Qualifications:</p> <p>Degree in Social Work, Counseling or related field preferred; or a university education in social sciences with a combination of education and experience in administering a social service agency; or a minimum of 10 years as an executive director of a social services agency in which the applicant had similar responsibilities. Demonstrated administrative and supervisory skills are mandatory. Demonstrated understanding of counseling skills and the ability to teach counseling skills are requisite. Knowledge of appropriate generally accepted assessment and treatment methodologies for family, marital, personal problems and crisis intervention is preferred.</p> <p>2. Other Performance Information:</p> <p>The appropriate individual will have the ability to maintain an objective attitude towards clients and colleagues, demonstrated ability to work compatibly and gain the confidence of both, while providing effective supervision and leadership. The ability to make professional decisions independently and efficiently and a considerable capacity for originality and resourcefulness will be required of the Executive Director.</p>		
Application Instructions	<p>Please forward a resume and a covering letter to Ian McLaughlin by E-mail: as attachments to ian.mclaughlin@shaw.ca. Only those persons selected for interviews will be contacted directly. Panel interviews will take place between June 23 & July 7, 2017.</p>		
Posting Date	May 30, 2017	Expiry Date	June 26, 2017 @ 4:00pm

