

The Campbell River and District Division of Family Practice [Campbell River & District | Divisions of Family Practice \(divisionsbc.ca\)](https://www.divisionsbc.ca) is looking for their next Executive Director to support the advancement of primary healthcare and to lead a vibrant organization.

Who is the Campbell River and District Division of Family Practice?

Located on the traditional lands of the Kwakwaka'wakw, Coast Salish and Nuu-Chah-Nulth peoples the Campbell River and District Division of Family Practice (the Division) is a non-profit society that represents over 70 family physicians and works with other providers and partners in Campbell River and district, that includes the areas of Cortes and Quadra Island, Gold River/Tahsis and Sayward. The Division provides opportunities for physicians to work collaboratively with Island Health, community partners, the General Practice Services Committee (GPSC) and the Ministry of Health to identify the health care needs in the community and district and develop solutions to meet those needs.

What Will the Executive Director Undertake?

Reporting to the Board of Directors, the Executive Director (ED) is responsible for the successful leadership and management of the Division in alignment with the mission, vision, and strategic priorities. As the ED, you will have direct oversight of operations including staff leadership of four core team members and other project related human resources, financial sustainability, as well as the coordination of the day-to-day operations, programming, and services. You will build and maintain strong relationships with the Board, staff, health care providers, government agencies, and the broader community with a commitment to advancing and supporting a high level of patient care.

What Skills, Competencies and Experience Does the Executive Director Possess?

This is a challenging and engaging opportunity for an experienced non-profit leader who is committed to the advancement and support of primary health care and integrated service delivery. As the ideal candidate you bring strong organizational abilities with excellent interpersonal, financial, governance and strategic planning skills, as well as a commitment to public health and community service. You will have a degree in a relevant program area (including, but not limited to, healthcare and/or non-profit leadership) with over five years of progressive leadership experience.

Skills

Operational Leadership • Community Engagement • Strategic Partnerships • Financial Oversight and Fund Management • Long-Range Planning • Sound Decision Making

Competencies

Understanding of Change Management • Relationship Builder • Leadership • Integrity and Inclusion • Solution Focused • Ability to Execute • Collaboration • Effective Communicator • Governance and Board Relations • Strategic • Visionary

Work Environment and Remuneration

Our office is located in Campbell River as the team base, with the option of working from a home office when appropriate.

This is a full-time position with the option for a range of hours from 32 to 37.5 hours per week. Hours of work are flexible with the ability to attend early morning and evening meetings and occasional overnight travel. This flexibility in hours is a must.

Remuneration is competitive and includes health benefits and an awesome team.

Full job description is attached.

How Can I Apply?

Please submit, in confidence, your resume with a letter of introduction, to crddivisionposting@gmail.com before December 3, 2021

Please note that only candidates selected for an interview will be contacted.

Job Description: Executive Director

Division Summary

The Campbell River and District Division of Family Practice (the Division) [Campbell River & District | Divisions of Family Practice \(divisionsbc.ca\)](https://www.divisionsbc.ca) is located on the traditional lands of the Kwakwaka'wakw, Coast Salish and Nuuchah-Nulth peoples. The Division is a non-profit society that represents over 70 family physicians and works with other providers and partners in Campbell River and district that includes the areas of Cortes and Quadra Island, Gold River/Tahsis and Sayward. The Division provides opportunities for physicians to work collaboratively with Island Health, community partners, the General Practice Services Committee (GPSC) and the Ministry of Health to identify the health care needs in the community and district and develop solutions to meet those needs.

Accountability

The Executive Director (ED) is the lead staff for the Division and responsible for the operational leadership and management of the Division according to the strategic direction, including vision, mission and values set by the Board. The ED will report to the Board and will be supervised and receive direction from the Board. The ED is expected to work independently, have regular contact with the Board Chair/Lead and attend regular meetings with the Board.

Primary Duties and Responsibilities

Governance and Leadership

- Work with the Board to develop a vision and strategic plan to guide the Division
- Identify, assess and inform the Board of internal and external issues that affect the Division
- Act as a strategic advisor to the Board on all aspects of Division activities
- Foster effective teamwork between the Board and the ED, and between the ED and staff/contractors
- Act as a spokesperson for the Division
- Conduct official correspondence on behalf of and jointly with the Board, as required
- Represent the Division at community meetings and events to enhance the Division's profile

Operational Planning and Management

- Develop and implement an operations plan based on the strategic direction established by the board
- Ensure the Division's daily operations are effective and efficient, and meet the requirements of the Board, members and funders, and all relevant regulatory bodies
- Develop policies and procedures for Board approval (review and update annually or as required) and ensure their effective application
- Ensure the development of and adherence to security and privacy policies and procedures for the Division
- Support the Board by attending meetings, overseeing the development of the Board meeting package (i.e., agenda, past minutes, working group reports, briefings), ensuring record keeping of all Board meetings (i.e., minutes, decisions), responding to Board member requests and advising the Board on relevant issues
- Responsible for the planning, implementation, oversight, quality improvement (PDSA cycles) and evaluation of all Division programs, services, and special projects

Human Resources (HR) Management

- Determine staffing requirements for Division operations and program delivery, and recruit, train and mentor qualified staff
- Ensure HR policies, procedures and job descriptions are developed, reviewed regularly and meet legislation requirements, such as the Employment Standards Act and WorkSafeBC
- Ensure procurement policies, procedures and contract agreements are in place and reviewed regularly to meet business standards, such as fair contract process and avoiding conflict of interest
- Implement a performance management process to monitor the performance of staff/contractors on an ongoing basis according to strategic direction of the Division and approved HR policies
- Supervise and build a strong and collaborative team, facilitate open communication, ensure ongoing wellness, development, recognition and appreciation

Financial Planning and Management

- Work with staff and the Board to prepare a comprehensive annual budget aligned with strategic and operational plans
- Work with the Board to secure adequate funding for the operation of the Division and its programs/projects, including researching funding sources and writing funding proposals
- Administer the funds of the Division according to the approved budget and delegated authority; monitor monthly financials and cash flow; provide the Board with regular, comprehensive reports on revenue, expenditures, trends and projections; and alert the Board of risks and provide mitigation recommendations
- Ensure that sound bookkeeping and accounting procedures are followed which may include procurement and monitoring of a bookkeeper and/or accountant
- Ensure that the Division complies with all legislation regarding taxation, withholdings and remittances, and in collaboration with the bookkeeper/accountant, work with auditor annually or as required by funders.

Communications/Media

- Work closely with the Board of Directors to align messaging with the provincial Divisions of Family Practice office.
- Communicate and engage with members, partners, stakeholders and the broader community, as appropriate, to ensure information sharing and capacity building. Ensure these communications reflect the values and principles of the Division.

Partner Relations

- Maintain, establish and build positive working relationships and collaborative initiatives, where appropriate and aligned with the division's strategic direction, with the Ministry of Health, Island Health, First Nations Health Authority, Hospital, General Practice Services Committee, Specialists, other Divisions, other health care providers and community organizations interested in improving primary health care
- Oversee and facilitate event planning, related promotion and follow up communications

Risk Management

- Identify and evaluate the risks to the Division board, members, staff, contractors, property, finances, goodwill and image, and implement measures to control risks
- Ensure that the Board of Directors/Division carries appropriate and adequate insurance coverage, and that the Board and staff understand the terms, conditions and limitations of the coverage

Qualifications – Required

- University degree in a related field, or an equivalent combination of education and experience
- Five (5) or more years of progressive management experience as lead staff in the non-profit sector, preferably with a focus on health care
- Experience to work effectively with and mentor a board of directors and/or solid understanding of the role and function within a non-profit society
- Understanding and commitment to cultural safety, anti-racism and de-colonization practice
- Strong policy and procedures development experience
- Strong leadership and management experience, including human resource, operations, financial and change management
- Strong strategic and business planning experience with ability to think strategically and innovatively
- Proven project and program planning, implementation, management and evaluation skills
- Experience in community engagement and working with member organizations
- Excellent verbal and written communication, consultative and interpersonal skills, and proven ability to build lasting, positive, productive, collaborative relationships
- Ability to work independently and within a team environment, and effectively motivate and influence others
- Excellent organizational skills with ability to prioritize and manage multiple tasks to meet commitments and deadlines
- Professional integrity and good judgment to effectively handle sensitive and confidential matters, and solve problems and conflict
- Proficiency in the use of computers: Microsoft Word, Excel, Outlook, PowerPoint, and Internet navigation/research

Qualifications – Preferred

- Knowledge of the BC primary health care system including a good understanding of health regions and primary care. Previous experience working with family physicians, specialists or allied health professionals is also desirable.
- Knowledge of the Institute for Healthcare Improvement principles, aims and evaluation practices (e.g., Quadruple Aim, continuous quality improvement) is an asset
- Understand the major role population health data plays in the work of the Division, and understand basic interpretation of data collected by members and privacy issues related to data collection and sharing of information
- Knowledge of all federal and provincial legislation applicable to non-profit organizations, including the Society Act, Employment Standards Act, Canada Revenue Agency, human rights, occupational health and safety, etc.

Working Conditions

- The ED position requires schedule flexibility to attend early morning, evening and occasional weekend meetings. Frequent travel may be required across the region as well as to provincial meetings. A valid driver's license and access to a car is required.
- The office of the Division is located in the City of Campbell River. The combination of working from the Division office and a home office may be considered. Most meetings will be conducted within Campbell River.