

Executive Director – Assisted Living Southwestern Ontario

Logic Executive Search and Workplace Solutions Inc. is proud to partner with Assisted Living Southwestern Ontario (ALSO) in the search for an **Executive Director** based in **Windsor, Ontario**.

Assisted Living Southwestern Ontario (ALSO) began in 1938 with the opening of a workshop for individuals with disabilities and continues to uphold a spirit and determination to provide the best possible services to adults with physical disabilities.

Built on the values of Quality, Accountability, Responsiveness, Respect, Accessibility, and Collaboration, ALSO envisions a day when people with physical disabilities fully participate in all aspects of community life as the norm, not the exception. ALSO is committed to collaborative work that will ensure adults with physical disabilities will move forward as full and equal partners in the organization and the community as a whole. Community is the heart of health and social services!

Reporting to the Board of Directors, the Executive Director will uphold a high level of professional standards of leadership in carrying out the programs, services, strategic direction, and operational plans of the organization.

STRATEGIC LEADERSHIP AND NAVIGATION

- Establish the organizational structure to ensure accountability for fulfilling the mission, vision and strategic plan of the organization.
- Liaise with OHT, Ministry of Health, Home and Community Care Support Services and community partners regarding programming, funding, and other relevant issues.
- Manage, direct, and coordinate the various programs of ALSO with the aid of its management personnel and monitor quality performance of all program operations.
- Research and prepare plans and proposals for the improvement, modernization and advancement of ALSO programs to meet existing consumer needs.
- Ensure that appropriate direction is conveyed to all ALSO programs in areas of safety, quality assurance, reliability, and cost.
- Oversee the preparation, implementation and control of Safety and Emergency Preparedness programs for all ALSO operations.
- Demonstrate commitment to safety, quality, the client experience and compliance with all government legislation.
- Expand the use of technology to enhance consumer quality of life.
- Attract and retain high-quality, forward-thinking talent.

PEOPLE AND ORGANIZATION CHAMPION

- Keep fully up to date with changes and new developments in the field of home and community care, rehabilitation, and Vocational and Residential Services.
- Foster an environment that is caring and committed to the needs of the consumer population.
- Develop and implement brand recognition strategies locally and regionally to strengthen the community profile and presence.
- Coach, mentor, motivate, and collaborate with staff to provide results focused support.
- Promote ALSO as an organization that reflects self-determination, choice, leadership and involvement of their consumers.
- Increase consumer leadership, engagement and involvement in decision making.
- Manage the Leadership Team to advance employee engagement and maintain a high-performing and accountable organization.

COMMUNITY PARTNERSHIPS AND FUND DEVELOPMENT

- Appropriately and effectively communicate ALSO goals, objectives, standards and guidelines to all program staff, consumers, and the community at large.
- Participate (as appropriate), in community and other service organizations or affairs, to enhance public understanding and knowledge of ALSO, its aims and objectives.
- Develop cooperative relations with other local social and health agencies and service organizations that have similar goals for the assistance of persons with disabilities in the community.
- Serve as the spokesperson for the organization at the community planning level and liaise with various community organizations, government, and the media.
- Establish and maintain effective relationships with government officials as well as other appropriate funding sources and relevant agencies.
- Develop partnerships and innovative approaches to fund development to further the purpose of ALSO, thereby enlarging and enhancing the scope of services ALSO can provide to consumers and persons with physical disabilities in the community.
- Engage in an eco-system of support, increase volunteer base and seek out community partners to enhance services and create efficiencies.

ADMINISTRATION, FINANCIAL MANAGEMENT AND BOARD SUPPORT

- Overall responsibility for service delivery outcomes, finances, human resources, fund development and operations of the organization.
- Ensure policies, procedures, report documents and record keeping are in place and in compliance with all relevant legislation and regulations.
- Ensure that sound personnel policies and procedures for the hiring of personnel, disciplinary actions, training, and ongoing personal development of each staff member are implemented and proper records are maintained.
- Maintain appropriate administrative procedures to provide just and equitable treatment for all consumers and staff for their mutual benefit and for the objectives of ALSO.
- Prepare reports, as required by various Ministries and WSIB, for all accidents in a proper and timely manner.
- Supervise preparation of all operating and capital budgets. Submits budgets for approval by the Board of Directors and to the Ministry and/or other funding agencies for approval by the proper officials.
- Keeps the Board fully informed regarding available grant programs offered by both provincial and federal governments which could benefit ALSO's programs and objectives and acts upon the directions of the Board.
- Assist the Board in projecting its plans for achievement of ALSO's short-, medium- and long-term goals and objectives.
- Act as the Secretary (ex-officio member) of the Board and its committees, participating in policymaking and planning activities.
- Is part of the Board of Directors' labour negotiation team and represents the best interest of ALSO following the instructions as set out by the Board of Directors.
- Accountable for the overall operations of the Foundation.

QUALIFICATIONS AND EXPERIENCE

- A University degree or College diploma preferably in Business, Health Services Administration, or related field.
- Minimum 10 years' experience at a senior or executive level, specifically in the health services or social services sector.
- Strong negotiation skills and political acuity with the ability to build high-value relationships and have influence in an OHT.

- Able to advance the mission and vision of the organization by working effectively with government and key community stakeholders.
- A strong understanding of the Accessibility for Ontarians with Disabilities Act (AODA).
- Ability to operationalize plans, forecast obstacles and navigate change in a positive fashion.
- Ability to understand the political landscape at a local and regional level and drive results for the community in a collaborative fashion.
- Experience working with or reporting to a Board of Directors.
- Strong interpersonal skills, with proven ability to build trust and relationships with internal and external stakeholders.
- A good listener who is committed to open, direct, and constructive communication.
- Strong business and financial acumen to successfully develop and implement strategic planning and growth-oriented business strategies.
- Proven success in increasing revenue and experience in developing innovative approaches to fund development.
- Experience in the development of policy by preparing papers, reports, briefs on proposed services, policy direction and guidelines.
- Confident, with the ability to deal with complex issues and adapt quickly in a constantly changing environment.
- Strong administratively with a focus on improving established policies and creating new procedures.
- Energetic leader who is inclusive and humble with a high level of integrity, ethics, and empathy.
- Influential with proven experience leading and empowering high-performing teams to achieve operational excellence.
- Excellent communication skills with the command of the French language considered an asset.
- Access to reliable transportation.
- Clear Vulnerable Sector Check.

If you have the qualifications and are interested in applying for this position, please forward a copy of your resume and cover letter by **August 8, 2021** to Jennifer Charron, President, Logic Executive Search and Workplace Solutions at jennifer@logicexecutivesearch.com. To speak with one of our Executive Recruiters, please contact us at 226 683 0033 or 1 877 227 9548. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Logic Executive Search and Workplace Solutions is committed to providing accessible employment practices that follow the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation during any phase of the recruitment process, please let our recruitment team know.