



EXECUTIVE DIRECTOR

Title: Executive Director

Reports To: Board of Directors via Board Chair

Vision: All people have access to permanent and suitable housing.

Mission: Transition House Emergency Shelter provides temporary, short term crisis housing in Northumberland. The shelter provides services to alleviate people's immediate housing crisis as a first step to being quickly and permanently re-housed.

Values: Quality service that meets community need; Strong Partnerships; Increased community impact and visibility; Fiscal prudence.

Purpose:

The Executive Director supports the mission of Transition House by demonstrating leadership and direction to ensure that all services provided are in keeping with the philosophical framework set out in the organization's mission, vision and values and ascribing to the Housing First model, Trauma Informed Care, Harm Reduction and shelter diversion principles. The Executive Director supports the mission of Transition House by providing oversight to ensure effective operation of all programs within Northumberland's Emergency Shelter Coordinated Access System.

Duties/Responsibilities

- Ensures the effective management of the daily operations of the agency
- Leads agency staff in planning, development, implementation and evaluation of the agency's programs and services
- Identifies critical issues which may affect the agency's plans and works with the Board to develop and implement appropriate strategies in response
- Reviews, develops, implements and evaluates organizational structures and procedures required for effective program delivery
- Ensures an adequate working environment that supports the staff compliment and activities of the agency
- Attends all internal and external committees and/or delegates his/her authority at meetings as necessary
- Ensures collection, maintenance and submission of accurate statistical data reports.



Administration

- Works with the Finance Committee, the Executive Director is responsible for the overall management of the agency's assets and financial transactions
- Ensures financial records are maintained in accordance with statutory requirements
- Approves all expenditures within budget limits
- Ensures that the funds of the organization are administered according to the budget approved by the Board
- Ensures all regulatory and narrative reports are completed and submitted on time.

Human Resources

- Responsible for the recruitment, hiring and termination of staff and acts as the coordinator of hiring committee
- Accountable for the performance management of staff and volunteers
- Directly supervises salaried employees
- Works with the Board to develop or update personnel policies which meet appropriate legislative requirements, staffing and salary levels
- Develops and reviews job descriptions for all staff positions in consultation with appropriate staff and Board
- Ensures that all personnel files are complete and current
- Sets annual performance goals and conducts annual appraisals for salaried staff
- Ensures that supervisors set annual performance goals and conduct annual performance appraisals with staff and volunteers
- Provides opportunities for professional development of staff and volunteers.

Community and External Relations

- Identifies, develops and maintains collaborative, cooperative and effective partnerships with external community agencies and funders in support of the mission and strategic priorities of Transition House
- Represents and promotes the agency to the community, media, funders, donors
- Builds strong working relationships with others, both inside and outside the organization.
- Develops and implements a professional fundraising plan and works closely with the Fundraising Committee to ensure fundraising success

Board Relations

- Works with the Board of Directors in the development and implementation of the agency's Strategic Plan and is an ex-officio member of all Board Committees
- Provides the Board and its committees with necessary information and makes recommendations on issues affecting the agency
- Ensures the implementation and evaluation of the agency's strategic directions
- Drafts and recommends policies to the Board in partnership with the standing committees
- Provides leadership in the identification and resolution of current and future issues



- Works with the Board to ensure Board orientation, training and development
- Sets program and service goals and identifies resources to achieve goals.

Professional Development

- Keeps current with trends in the homelessness sector, human resources and organizational management
- Builds relationships with professional colleagues
- Participates in opportunities for professional growth contributing to an improved agency.

Risk Analysis

- Ensures that the agency's activities and operations are conducted safely and are compliant with the Ontario Health and Safety Act and other relevant legislation
- Evaluates the potential advantages and liabilities of a project, proposal or strategy
- Assesses potential threats to the organization's sustainability and image
- Keeps the board informed of the above.

Qualifications, Skills and Experience

- A Bachelor of Social Work is preferred. A university degree in a social services field, or a college diploma in a social services field with extensive experience in the field within a supervisory position may also be considered.
- 3-5 years' management, human resources, and supervisory experience within a team is required
- Sound knowledge of community homelessness issues is required
- Clear vulnerable sector police check annually is required
- Basic First Aid and CPR certification is required
- Excellent time management, problem solving and assessment skills are required
- Nonviolent Crisis Intervention (NCI) Training and Applied Suicide Intervention Skills Training (ASIST) are considered assets
- Computer literacy and familiarity with standard programs and data spreadsheets is considered an asset
- Understanding of the process of working with a policy governance Board
- Ability to work within a Housing First Framework. Knowledge of Trauma Informed Care and Diversion principles as well as knowledge of barriers to obtaining and retaining adequate housing due to complex coexisting conditions, such as addictions, mental health issues, PTSD and other trauma is also required.
- Flexibility and openness to emerging concepts, service delivery models and collaboration
- Financial management experience and demonstrated fundraising management skills are considered assets

Physical Nature of Employment

- Ability to manage stairs is required
- Busy, sometimes noisy environment with frequent interruptions
- Shared office space and limited personal space.



TRANSITION HOUSE

Building Strong Foundations

- Evening and weekend work, as well as on-call services may be required as Transition House has 24/hour service provision

Probation Period

- 3 months

Salary Range

- \$85,000 to \$95,000 per year