

The Society for the Rehabilitation of Addicted Persons
Alcare Place
Job Description: Executive Director

Position Scope:

Under the direction of the Board of Directors, leads and manages the business of Alcare Place. The Executive Director ensures that the activities and programs of Alcare Place are carried out in accordance with the values and standards established by the Board of Directors. The Executive Director is responsible for promoting Alcare Place in both the not-for-profit and private sector community.

Reports to:

The Board of Directors for the Society for the Rehabilitation of Addicted Persons.

Primary Duties:

Leadership:

- Participate with the Board of Directors in developing and executing a vision and strategic plan to guide the organization.
- Identify and inform the Board of Directors in a timely manner of internal and external matters/initiatives that affect Alcare Place on a regular basis.
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and the staff.
- Positively represent Alcare Place to the media, as requested by the Board of Directors.
- Represent Alcare Place at community activities and events to enhance the Centre's organizational profile.

Operational Planning and Management:

- Develop and execute an operational plan that aligns with the strategic direction of Alcare Place.
- Ensure the operation of Alcare Place meets the expectations of its residents, Board and funders.
- Provide statistical, financial, and narrative reports to various government departments and external funders as required.
- Keep informed of DHW policy directives that may affect any aspect of Alcare's work.
- Work with the Board of Directors to develop budgets and funding strategies.
- Secure funding to maintain the services provided by Alcare Place by developing fundraising strategies and completing grant/financing proposals.
- Approve expenditures within the authority delegated by the Board.
- Administer the funds of Alcare Place according to the approved annual budget and monitor the monthly cash flow.
- In consultation with the Program Facilitator and Case Manager, assess operational requirements and create funding proposals for programs and services of the Centre.
- Coordinate with the fundraising consultants to execute successful fundraising events.

- Conduct official correspondence on behalf of Alcare Place in a timely and professional manner.
- Oversee the development and approval of operational policy and procedures.
- Ensure that staff, resident, donor and volunteer files are securely stored and privacy/confidentiality is maintained in accordance with the Privacy Act.

Human Resource Management:

- Determine staffing requirements of Alcare Place to execute program delivery.
- Directly supervise the Program Facilitator and the Case Manager to oversee the staffing for the Centre.
- Oversee the implementation of effective Human Resources policies, procedures and practices.
- Conduct regular staff meetings with Program Facilitator, Case Manager and Household and Property Coordinator to review operational management of Alcare Place (e.g. budget, staffing, programming, etc.).
- Conduct and/or oversee staff performance evaluations formally on an annual or semi-annual basis.
- Establish and maintain a positive, healthy and safe work environment and residence in accordance with all appropriate legislation and regulations.

Board Related Duties

- Attend regular monthly Board meetings in a non-voting capacity and provide information and recommendations to the Board.
- Create and circulate a monthly Board report in a timely fashion which shall include revenues and expenditures and sufficiently outline the events of the Centre that are relevant to the Board.
- Attend executive meetings upon request.
- Carry out other duties as deemed necessary by the Board.
- Identify and evaluate the risks to Alcare's people (residents, staff, volunteers), property, finance, goodwill and image; implement measures to mitigate risks.

Communications and Advocacy

- Communicate with current and potential funders to keep them informed of the work of Alcare Place.
- Establish good working relationships and collaborative arrangements with community groups, funders, government, and other private organizations to achieve the goals of Alcare Place.
- Effectively promote and communicate the services and programs of the Centre to potential residents.

Qualifications:

- A relevant degree in Business, Healthcare Administration and/or a suitable combination of education and experience.
- 5 years of progressive managerial experience in the not-for-profit sector.

- Prior supervisory and administrative management experience.
- Knowledge of the issues related to substance-related and addictive disorders, homelessness, and persons involved with the criminal justice system.
- Ability to manage crisis using sound judgment and a calm manner.
- Ability to work independently and within a team framework.
- Demonstrated written and verbal skills.
- Demonstrated flexibility and time management skills.
- Knowledge of community resources.
- Ability to work flexible hours as necessary.
- Experience with fundraising and public relations is an asset.
- Basic computer skills. Familiarity with Microsoft Office.

Employment Terms:

- This is a full time position with a probationary period of 6 months. Evening and weekend work is required.
- Have the ability to be on call outside of regular working hours and address questions over the phone.
- Have flexibility to be available in emergency situations.
- Possess a valid driver's license and vehicle insurance.
- Sign an oath of confidentiality.
- Participate in Professional Development Program/training as required.

All staff will work in a cooperative and supportive manner to achieve the goals and objectives of the Society for the Rehabilitation of Addicted Persons.