

PATHWAYS ABILITIES SOCIETY

JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR

Reports to: Board of Directors

Job Summary

Under the direction of the Board of Directors, the executive director plans, organizes, directs, controls and administers all agency activities, services and operations directly or through reporting managers and supervisors consistent with Board-approved policies, goals and objectives in accordance with legal, statutory, constitutional and other requirements. Ensures a high standard of individual-based service delivery is maintained. Promotes the agency's activities through contact with the community, business organizations, government and the general public.

Specific Executive Director Key Duties and Responsibilities

1. Participate in developing specific priorities and objectives in keeping with Pathways long-range mission and vision.
2. Formulate and develop new or revised policies, procedures, strategic plans, service proposals, business plans, directions or initiatives for the Board's consideration.
3. Oversee and/or approve major programs/ project contracts, priorities, schedules and resource requirements and ensure all aspects of projects are carried out expeditiously and consistent with agency objectives and policies, including directing and monitoring the work of consultants, contractors and vendors.
4. Plan, organize, direct and control long-term, general and day-to-day operations, administration and facilities management of the agency directly and through a team of reporting managers and supervisors.
5. Assess the impacts of legislative changes, resource needs and other matters important to the agency.
6. Oversee and ensure risk management policies and procedures are sufficient to protect the agency, employees and/or volunteers from liability and other claims.
7. Establish and ensure all professional, licensing or other accreditation requirements are in place to satisfy legal, regulatory and other requirements.
8. Participate in various working groups and other committees that impact people with diverse-abilities.
9. Implement a public relations program to increase community awareness, understanding and acceptance of individuals who have diverse-abilities.
10. Monitor government and other organizations related to the society's social action policies to identify issues for consideration by the Board.
11. Promote community social participation and inclusion.
12. Communicate changes in routine or schedule to the Board president or designate.

Human Resources/ People and Culture

1. Manage agency human resources.
2. Recruit, hire, motivate, inspire, orientate, train, assign, direct, discipline, terminate and evaluate leadership staff within the parameters of policies, procedures and the most recent collective agreement.
3. Oversee the recruitment of staff, volunteers and practicum students within the

- parameters of policies, procedures and the most recent collective agreement.
4. Negotiate or participate in negotiating local and provincial collective agreements.
 5. Develop and maintain employee job descriptions, evaluations and orientations.
 6. Evaluate exempt personnel and reporting supervisors.
 7. Develop and participate in the development and implementation of schedules.

Administrative Duties

1. Negotiate contracts and service proposals with funding agencies.
2. Prepare annual operating/management plans and budgets for consideration by the Board.
3. Oversee and maintain control of approved budget and expenditures.
4. Monitor the society's investments.
5. Participate in the management of payroll and benefits administration.
6. Assist in preparing regular Board meetings, attend all meetings and act as the corresponding secretary.
7. Support the Board in recruiting and maintaining directors.
8. Serve as an ex officio member of each Board committee.
9. Act as the administrative spokesperson for the society. Notify the Board of Directors immediately of any potential negative issues that could impact the organization.
10. Develop the necessary forms and systems for quality service delivery and accurate records.
11. Provide a format to ensure inter-communications are established and maintained.

Qualifications: Education, Training and Experience

1. Completed university degree or college diploma in social service delivery and management field.
2. Skilled in administration, computer proficiency, internet literacy, documentation, data collection, observation and reporting.
3. Five years of community experience working directly with adults with diverse-abilities and three years in management. An acceptable combination of education and experience may be considered.

Employment Requirements

1. Management Job Description

I have read and understand the above job requirements and responsibilities and agree to carry them out in my role as Executive Director.

Name: _____ Signature: _____

Date: _____