

South-East Ottawa
Community Health Centre
Every One Matters.



Centre de santé communautaire
du sud-est d'Ottawa
Chaque personne compte.

Executive Briefing Program Director

Community Services, Social Services, and Early Years

April 2019

Introduction

Thank you for your interest in this exciting opportunity to join our team at the South East Ottawa Community Health Centre (“SEOCHC”). We have prepared this Executive Briefing to outline our new opening for your reference and consideration.

We encourage you to visit our website and to contact us should you have any specific questions regarding the role, the organization, or the process: <http://www.seochc.on.ca>

SEOCHC is a non-profit agency providing health, social services and community services in South-East Ottawa since 1985. We envision a community that works together to ensure a safe, just and healthy life for all where every one matters.

Applicants are encouraged to submit their resumes to the following address:

https://seochc.bamboohr.com/applicant_tracking/index.php/viewPosition?id=65

Please note that our **deadline for applications is Monday, April 22nd, 2019 at 12:00 noon**

Thank you for your time and interest.

Role: Program Director

Based out of our offices at 1355 Bank Street in Ottawa, Ontario, as a strategic member of our senior management team the Program Director will coordinate the operations and administrative services for all programming related to Community Services, Social Services, Community & Home Support and Early Years as per SEOCHC’s mandate. Reporting to the Executive Director, the successful incumbent will be responsible to engage, manage and motivate a highly skilled and knowledgeable team of professionals to deliver all programs by using an inter-professional, multi-service and community-directed approach.

Most importantly, with integrity, transparency, diversity, inclusion, accountability, passion and responsiveness, the successful incumbent will work with the leadership team to deliver SEOCHC’s strategic business priorities. For reference, the 2018-2020 priorities are provided below:



Qualifications:

The Ideal Candidate is already well-respected as a seasoned leader in healthcare and/or social services. They have extensive experience in community development principles and techniques combined with knowledge of research methodology and evaluation. They are capable of superior execution and are recognized for their passion and quality of work. They are respected for their collaboration skills, clear communications, foresight, planning, and action orientation. Additionally, candidates will have the following qualifications:

Education

- A postgraduate degree in public health, social services, health policy, health promotion or health administration is preferred. In lieu of a graduate degree, consideration will be given to candidates with an equivalent combination of education and experience.

Qualifications

- A senior leader with at least 7 - 10 years' experience.
- Demonstrated track record of operational and financial/budget management success.
- Strong interpersonal and leadership skills with with a strong sense of urgency to drive action. Demonstrated success hiring, managing and mentoring top performing teams with varying and complementary skills. This includes developing talent, supporting a culture of engagement and participating in performance management.
- Ability to build long term relationships, trust and credibility with a diverse set of stakeholders. Experience developing and leading multi-sectoral partnerships within a community service's setting to address complex challenges and cultivate shared goals. Manages relationships collaboratively to deliver impactful programs and initiatives.

- High-level verbal and written skills with an ability to communicate effectively at all levels– including key stakeholders, board members, executives, faculty, and staff members. While English and French language skills are a requirement, preference will be given to candidates able to communicate in other languages reflective of the diverse communities served by the Centre.
- Strategic and project management capabilities with strong critical thinking skills.
- Ability to represent the interests of SEOCHC externally as an advisor or committee member.
- A strong results orientation with excellent negotiation skills. Adaptability, flexibility and creativity depending on the priorities of a given day while adhering to strict deadlines. A positive “get-the-job-done” attitude. Understands the balance of maintaining authority and control with the need to engage and support others.
- Honest collaborator to affect positive change, fostering inclusion, diversity, and cooperation to continuously improve and deliver value. Deals with conflict in a graceful manner; able to identify, manage, and resolve conflict and disagreements quickly with a win/win outcome.
- Ability to travel on occasion.

Attributes/Personal Characteristics

- Excellent presentation abilities and experience engaging with a wide variety of audiences
- Exceptional interpersonal skills, social competence and judgement
- Excellent problem solving and analytical skills
- Exceptional organizational and multi-tasking skills
- Emotional resilience and the ability to work calmly under pressure
- The ability to successfully work independently at times – and as part of a closely-knit team
- A combination of confidence and humility

The Centre offers excellent employee benefits, including the Health Care of Ontario Pension Plan. Salary range from \$93,387 to \$106,121

How to apply:

If you are looking for an incredible opportunity to work on a small team with a huge impact in a community, we invite you to submit your cover letter and resume to the address below:

ATTN: Human Resources, South-East Ottawa Community Health Centre
https://seoehc.bamboohr.com/applicant_tracking/index.php/viewPosition?id=65

Deadline for Applications: Monday, April 22nd, 2019 at 12:00 noon

Thank you for your interest. Only candidates selected for an interview will be contacted. The South East Ottawa Community Health Centre is committed to employment equity. SEOCHC will provide accommodation for applicants with disabilities in its recruitment process. If at any stage in the selection process you require accommodation of any kind, please let us so that we may assist you.