FELDMANDAXON PARTNERS INC.

Community Counselling Centre of Nipissing | Centre communautaire de counselling du Nipissing

Executive Director

The Community Counselling Centre of Nipissing | Ontario

ABOUT THE COMMUNITY COUNSELLING CENTRE OF NIPISSING

The **Community Counselling Centre of Nipissing (CCCN)** has provided psychotherapy, advocacy, and psychoeducation services to their community since 1972, offering convenient services in beautiful North Bay, Ontario. Fully accredited, the CCCN provides professional mental health and addictions counselling services and community programs in both individual and group counseling sessions. The Centre also offers public education and consulting services available to community organizations and industry, with a mission to support the health and wellness of the people of the Nipissing area.

ABOUT THE ROLE

Reporting to the Board of Directors, the Executive Director will guide the CCCN in fulfilling their mission to be a vibrant organization that enhances quality of life throughout the community. With oversight of roughly 30 staff and an annual operating budget, the Executive Director will implement strategic and operational efficiencies in programs and people, leveraging an understanding of current trends in mental health and addictions. The Executive Director will also apply their experience to develop and implement successful organizational plans for a unionized work environment.

We are seeking a leader, passionate about mental health and community betterment, who will bring strong not for profit leadership experience and skills in human resources, labour relations, recruitment, collective bargaining, communications, change management, governance, and financial management. The Executive Director will lead and manage CCCN operations, finances, and human resources, carrying out the CCCN mission according to the strategic direction of the Board. The Executive Director will be a hands-on leader, maintaining relationships and communications with the Board, union leadership and community partners. This role will also articulate the CCCN vision to staff and implement initiatives, strategy, and key decisions, to ensure that funding is secure and in compliance with regulatory expectations.

KEY RESPONSIBILITIES

- Working closely with the Board of Directors, develop Strategic Plans to identify and diversify program objectives, reviewing them annually.
- Attend all Board meetings and respond to the Board regarding client issues, while anticipating and responding to client needs and meeting/exceeding their expectations.
- Attend, coordinate, and prepare reports for the Annual General Meeting and monthly meetings of the Board, as well as periodic teleconferences.
- Prepare recommendations and reports to enable the Board of Directors to make decisions and discharge their fiduciary duties, including official correspondence on behalf of the Board.
- Act as primary contact for the organization for all media and external inquiries.
- Review and approve expenditures within the authority limit delegated by the Board of Directors.
- Ensure that staff onboarding, recruitment, retention, management, development, and compliance is carried out with excellence.

- Assist in the development and implementation of human resources policies and procedures, including job descriptions for employees, working in conjunction with management.
- Demonstrate competence in reading, creating, and understanding financial documents, including budgets, cash flow and income statements, balance sheets and audits.
- Research alternative sources of funding, and complete relevant funding grant proposals.
- Work cooperatively and effectively with staff and management to set goals, resolve problems, and make decisions.
- Act as primary contact for Labour Management Relations Committee (LMRC) meetings, Bargaining Negotiations, and review of the Collective Agreement.
- Manage and maintain compliance with all legislation relevant to the agency including Ontario Not for Profit Corporations Act, Occupational Health and Safety Act, Canada Labour Code and WSIB.
- Respond to requests for information under Freedom of Information and Protection of Privacy legislation.
- Work with administration and legal counsel to ensure there is a consistent application of sanctions for failure to comply with privacy policies for all employees and all other matters.

REQUIRED KNOWLEDGE, QUALIFICATIONS, SKILLS, AND ABILITIES

- Registered Psychotherapist (by the College of Registered Psychotherapists of Ontario) or an equivalent designation.
- Master's degree with a focus in mental health, addictions, or healthcare (MBA would be an asset).
- Ability to demonstrate qualities that reflect the values of the organization, including kindness, compassion and an approach that uplifts and supports the team and those they serve.
- 5+ years experience in senior management with a social services or non-profit organization with career experience in mental health and/or addictions treatment, with 5+ years experience in financial management.
- Enthusiastic, dynamic, flexible, organized, and collaborative leader and manager, with the ability to multitask, take initiative, work independently, and solve problems with creative solutions.
- Understanding of federal and provincial legislation applicable to non-profit organizations (such as the Canada Labour Code, human rights, occupational health and safety, charities, CPP, EI, Health Benefits programs, and employee pension plans).
- Working knowledge of computers and their practical work applications (Word processing, email, internet, and information dissemination, locally using EMHware).

Human Resources

- Leadership and management experience in a unionized, non-profit environment, with experience in collective bargaining, grievances, terminations, and arbitrations.
- Solid negotiation and investigation skills and strong knowledge of human resource policies and procedures.
- Capacity to lead recruitment, retention, and staff development, while developing and reinforcing organizational culture and values.
- Ability to read, interpret and apply Collective Agreements, labour laws and benefit plan agreements.
- Ability to communicate a clear vision for staff going forward, successfully manage conflict and take strategic action when confronting issues such as grievances, terminations, and labour disruptions.

Communications And Change Management

- Proficiency in English and French (an asset).
- Excellent communication, organizational, problem solving and evaluation skills.
- Experience in organizational realignment and change management, with an ability to propose innovative, creative solutions to challenges.
- Ability to represent the organization in public settings and in the media, develop partnerships with other organizations and to understand the current political climate and its impacts on funding.
- Strong writing skills, with the ability to write board reports, apply for funding and grants and write on behalf of the organization to support various initiatives.

Governance And Fiscal Responsibility

- Proven success working with a board of directors.
- Ability to work effectively under pressure and to meet deadlines.
- Strong financial acumen, with experience in the creation and ongoing review and management of annual budgets, business finance, capital funding, contracts and partnerships and the capacity to oversee financial performance to sustain and grow services.
- Detail-oriented, to ensure compliance with relevant legislation such as the Ontario Not for Profit Corporations Act and Occupational Health and Safety Act and follow through on audits and relevant compliance activities.

HOW TO APPLY

To express interest in this exciting opportunity, email your cover letter and resume to:

Patrick Rowan, Partner, Feldman Daxon Partners
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