



## Community Health Nurses of Canada Executive Director Position

### Work at Home Career Opportunity

Community Health Nurses of Canada (CHNC), a national incorporated organization for registered nurses in community health is recruiting for a part time Executive Director on contract. CHNC supports and advances the practice of community health nurses to improve the health of Canadians. The organization represents the voice of community health nurses, advances practice excellence, creates opportunities for partnerships across sectors and networks, and strengthens community health nursing leadership. As a professional association CHNC advocates for healthy public policy to address social and environmental determinants of health, and promotes a publicly funded, universal system for (community) health.

Working with the Executive Committee and the CHNC Board of Directors, the Executive Director provides structures, processes and leadership that enable CHNC to realize their vision. The Executive Director is responsible for maintaining administrative functions, financial management, information management, and internal and external communication with partners/stakeholders. The Executive Director shares responsibility for funding development, organizational planning and development with the Board of Directors. As CHNC is a volunteer organization with limited funds, a monthly honorarium will be provided with potential for additional remuneration depending on funding resources.

### Terms of Employment:

**Contract:** 2 years with option to extend to 4 years.

**Salary:** honorarium of \$1,100/month with potential for additional remuneration depending on funding resources, no benefits

**Number of Hours:** Hours of work (up to 20/ week) at typically between Tuesday and Thursday.

### Skill Requirements:

**Education:** RN, BScN, Masters - preferably in Public Administration, Public Health, or Nursing

**Experience:** Knowledge of CHNC and current community health nursing is essential. A minimum of 5 years senior community health nursing management experience an asset.

**Languages:** English, ability to speak French is a preferred asset

**Work Conditions:** Works from home office with space required for storage of CHNC files; mostly virtual communication with CHNC Executive, Board of Directors and members, provides own technological resources (e.g., computer, printer).

**Accountable for:** Operational management of CHNC including completing administrative functions, supervision of Administrative Assistants who provide services to CHNC Board of Directors, external contract oversight and maintaining relationships with contracted agencies or consultants, Board, Executive, Standing Committees, members and the public.

### How to Apply:

To apply, send covering letter and resume/CV. to Katie Dilworth, CHNC President at [kdilworth@gmail.com](mailto:kdilworth@gmail.com).

For more information, contact Joyce Fox at [ed.chnc@gmail.com](mailto:ed.chnc@gmail.com)

**Closing date: January 16, 2019**

## Schedule “A”

 	<b>Executive Director</b> <b>Role and Responsibilities</b>
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### **Job Purpose and Summary**

The Executive Director reports to the President of the Board of Directors. The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors and provides operational support to the Board of Directors and various initiatives.

### **Primary Duties and Responsibilities**

#### ***Leadership***

- Participates with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identifies, assesses, informs and advises the Board of Directors of internal and external issues that affect the organization.
- Conducts official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.

#### ***Operational planning and management***

- Participates in the development of an operational plan. Supports the President and Board of Directors to ensure that the operation of the organization meets the expectations of its members, Board and funders.
- Oversees the efficient and effective day-to-day operation of the organization.
- Supports the Governance Standing Committee in drafting policies for the approval of the Board, review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensures that files are securely stored and privacy/confidentiality is maintained.
- Prepares board meeting agendas and supporting materials and posts to website workgroup.

#### ***Program planning and management***

- Ensures, with the Board of Directors, that the activities undertaken by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Oversees the planning, implementation, execution and evaluation of special projects as requested.

#### ***Administrative Management***

- Manages and conducts the administrative work of CHNC
- Provides oversight to work of committees
- Supports the President, Executive Committee and Board through participation in meetings and completing assigned follow-up tasks
- Oversees website and membership data base processes and interacts with website provider to negotiate changes as needed
- Supports conference planning as required
- Prepares reports on activities for Board meetings
- Supervises Administrative Assistants who provide services to CHNC Board of Directors, external contract oversight and maintaining relationship with contracted agencies or consultants, Executive, Standing Committees, members and the public.
- Manages and drafts new contracts for internal and external human resources and services.

#### ***Human resources planning and management***

- Determine support staff requirements for organizational management.
- Recruit, interview and select staff to help further the organization's mission.
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided.
- Implement a performance management process for all staff.

### ***Financial planning and management***

- Work with the Board (Finance Committee) to prepare a comprehensive annual budget and monthly financial statements and provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Work with the Board to secure adequate funding for the operation of the organization.
- Approve expenditures and make payment within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Organizes annual audit.

### ***Community relations/advocacy***

- Establishes good working and collaborative relationships with members and stakeholders to help achieve the goals of the organization and keep them informed of the work of the organization.

### ***Risk management***

- Identify and evaluate the risks to the organization and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage and that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

### ***Working Conditions***

- Works in a virtual environment with most of the work of the organization accomplished through teleconference and electronic formats.
- Work hours are approximately 12 – 15 hours a week and will regularly work evening hours to accommodate activities such as Board and committee meetings. Hours vary throughout the year based on organizational activities and priorities.

## **Qualifications**

**Education:** RN, BScN, Masters preferably in Public Administration, Public Health, or Nursing

**Experience:** current community health nursing and a minimum of 5 years senior community health nursing management experience

**Languages:** English, ability to speak French is a preferred asset

### ***Knowledge, skills and abilities***

- Significant knowledge and experience in community health nursing.
- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations.
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations.
- Knowledge of current challenges and opportunities relating to the mission of the organization.
- Knowledge of human resources management.
- Knowledge of financial management.
- Knowledge of project management.

### ***Proficiency in the use of computers for:***

- Word processing
- Financial management
- E-mail
- Internet

### ***Personal characteristics***

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Member Needs:** Anticipate, understand, and respond to the needs of members.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.