

Job Description

POSITION:	Chief Executive Officer
ACCOUNTABILITY:	Board of Directors
CLASSIFICATION:	Full-time
DATE APPROVED:	December 16, 2024

JOB PURPOSE

The Chief Executive Officer is responsible for the overall direction and effective administration of the Indigenous Child Wellbeing Agency while ensuring high-quality, client-oriented service that is in line with the vision and mission statement of the organization. Reporting to the Board of Directors, the Chief Executive Officer implements the strategic plan within approved budgetary guidelines, legislative requirements, regulations, policies, procedures, and mission statement of the organization. The Chief Executive Officer is an innovative strategic thinker with the ability to creatively design plans for new and improved services and programs and to utilize management skills to achieve results. The Chief Executive Officer is the Local Director as set out in the Child, Youth and Family Services Act Part III Flexible Services Section 38. The Chief Executive Officer shall be appointed by the Board following its approved selection process.

GENERAL RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

- Create and implement organization, vision, and direction;
- Lead, guide and evaluate the Senior Management Team;
- Solicit guidance from the Board of Directors; and
- Create an organization that will grow and flourish.

DUTIES OF THE CHIEF EXECUTIVE OFFICER

- Be responsible to the Board for the organization and management of the Agency following policies established by the Board and subject to the direction of the Board;
- Ensure appropriate systems and structures are in place for the effective management and control of the Agency and its resources including the employment, development, control, direction, and discharge of all employees of the Agency;
- Ensure structures and systems for the development, review, and recommendation of new programs, program expansion or program changes;
- Ensure effective human resource planning, strategic planning and identify resource implications;
- Establish an organizational structure to ensure accountability of all departments and staff for fulfilling the mission statement, objectives and strategic plan of the Agency;
- Provide leadership in support of the Board's responsibility to develop and periodically review the mission statement, objectives and strategic plan of the Agency;
- Develop, recommend and foster the values, culture, and philosophy of the Agency;
- Communicate with related Indigenous child wellbeing agencies to promote co-ordination and/or planning of local Indigenous child wellbeing services;
- Represent the Agency externally to the community, government, media, and other organizations and agencies;
- Be responsible for the payment by the Corporation of all salaries and amounts due from and owing by the Corporation which falls within the purview and scope of the approved annual budget or otherwise as may be established from time to time by resolution of the Board;
- Establish the selection process for the engagement of a Senior Management Team and hire the Senior Management Team in collaboration with members of the Board of Directors following the agency approved policy and procedures;
- Establish the functions and responsibilities of the Senior Management Team;
- Annually conduct the Senior Management Team's formal performance evaluations and review and approve his and/or her compensations and set his and/or her goals for the coming year;
- Report to the Board as necessary regarding the occupational health and safety program;

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- Be responsible to the Board for taking such action as considered necessary to ensure compliance with relevant government Acts, the Regulations thereunder, the By-Laws of the Agency and all other statutory and regulatory requirements;
- Attend meetings of the Board;
- Attend meetings of all Board Committees;
- Perform such duties as may be directed from time to time by the Board.
- Provide inspired leadership agency-wide;
- Make high-level decisions about policy and strategy;
- Report to the board of directors and keep them informed;
- Develop and implement operational policies concerning the agency's strategic plan;
- Develop the Agency's culture and overall Agency vision;
- Create an environment that promotes great performance and positive morale;
- Oversee the Agency's fiscal activity, including budgeting, reporting, and auditing;
- Work with the Senior Management Team;
- Assure all legal and regulatory documents are filed and monitor compliance with laws and regulations;
- Identify problems and opportunities for the Agency; and
- Build trusting relations with key partners and stakeholders.

KEY JOB FUNCTIONS

Planning:

- Develop and monitor Agency plans to ensure alignment with its vision, mission statement, and strategic plans;
- Develop and monitor the organization's strategic plan collaboratively with relevant stakeholders while ensuring community input is sought and considered from all member First Nations;
- Address strategic issues and opportunities for the various services and programs;
- Research and review service issues, trends, meeting reports and opportunities to provide recommendations to improve service quality, expansion, service delivery effectiveness, and efficiencies;
- Identify populations in need of service in consultation with staff and community;
- Develop and propose new programs and funding proposals for the Board's consideration;
- Ensure a strong understanding of political, legislative, environmental and macro-economic trends and how they might impact the organization;
- Lead the organization through the child welfare strategic priorities while ensuring continuity of services.

Service Delivery:

- Monitor and ensure programs and services meet the goals and objectives of the Agency;
- Oversee the implementation of the strategic plan, regularly monitor progress in meeting all Agency goals and objectives and, when necessary, develop corrective mechanisms to ensure goals and objectives are achieved;
- Develop, implement and maintain effective, efficient and high-quality programs and services;
- Ensure all staff comply with all legislative requirements, MCCSS standards and guidelines, and Agency policies and procedures in all service and program areas;
- Arbitrate case-related conflict resolution when efforts to resolve the issue at other levels have been unsuccessful following the service complaint process, policies, and procedures;
- Immediately advise the Board of Directors of case situations which may have implications for the Agency, specifically high risk and contentious cases, extraordinary service demands, and serious occurrences;
- Ensure operation of accountability mechanisms are established and are appropriate to current service delivery;
- Increase accessibility to services wherever possible;
- Sign required authorizations and consents;
- Monitor and evaluate programs and services;
- Ensure appropriate statistics are maintained to evaluate the effectiveness of Agency services and programs.

Team Management:

- Develop, lead and maintain the Senior Management Teams;
- Develop and plan Senior and Management Team meetings to address service and administrative issues, to set priorities and to ensure control and direction of the Agency;
- Distribute work and assign tasks in a manner which ensures equitable workloads among Senior Management;
- Encourage all staff to participate in Agency problem solving and community activities;
- Develop, encourage, maintain and strengthen teamwork within the Agency;
- Advise the Board of Directors of issues or developments within the Management Team which may have implications for the Agency.

Professional Development:

- Keep up-to-date on relevant professional development requirements;
- Participate in self-directed applicable training, seminars, workshops, and courses;
- Maintain knowledge of relevant legislation and impacts to the Agency;
- Maintain an awareness of changes in technology as well as professional and organizational standards and apply relevant changes to the Agency.

Human Resource Management:

- Provide leadership, guidance, direction, and support to staff;
- Develop and maintain effective communication within and across departments and/or units;
- Communicate Board decisions clearly and promptly to all staff;
- Ensure the maintenance of an up-to-date organizational chart;
- Establish and ensure the maintenance of all position descriptions for all levels of staff;
- Organize staff to ensure efficient and effective quality service delivery;
- Ensure orientation of new employees and opportunities for ongoing training and professional development;
- Assure the health and safety of all employees;
- Recruit and select staff within the approved budget;
- Supervise Senior Management and provide advice, support, and constructive feedback as required;
- Schedule work and vacations to ensure Senior Management coverage at all times;
- Approve Senior Management working hours when applicable according to Agency policy;
- Complete performance appraisals of senior staff as required following policies and procedures;
- Implement change of assignments of senior managers as required;
- Ensure the development and approval of work plans;
- Take corrective action as required through the application of progressive discipline according to Agency policy and the implementation of suspensions and/or termination of employment;
- Promote good labour relations and keep management staff informed of developments in this area;
- Support a culture of learning and professional development and ensure leadership development opportunities exist for staff
- Participate in the negotiation of all working conditions or salary adjustments;
- Promote harmonious labour relations by a consistent and fair application of the human resources policies and procedures;
- Oversee the implementation and ongoing development of the human resource systems including policies and procedures, performance management, attendance management, training, and progressive discipline
- Establish and sustain a work environment that promotes and rewards optimal performance, an on-going commitment to excellence and the adoption of strength-based practices..

Budget Planning and Control:

- Maintain effective financial management practices;
- Operate the Agency within the approved budget;
- Through consultation with the Director of Finance, prepare annual estimates of expenditure for the overall operation of the Agency and revise as needed;
- Control budget lines by authorizing, monitoring and accounting for expenditures within the approved

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- spending limits;
- Implement adjustments to rates as required;
- Approve expenditures which fall within the scope and limit of authority as established by the Board of Directors;
- Ensure submission statements of financial and operational reports, for each service and program, are completed and reviewed;
- Ensure financial policies and procedures are adhered to;
- Ensure financial reports are reviewed every month and that corrective action is undertaken following policy for surpluses or deficits;
- Ensure the supervision of any contracts or agreements entered into by the organization;
- Identify alternative sources of revenue for the Agency;
- Analyze financial reports and prepare strategies to resolve financial pressure points;
- Sign off on Certificate of Assurance annual to the Board and Auditor.

Community Relations:

- Develop and maintain effective community relations;
- Promote the Agency vision, mission statement, goals, and objectives within the community;
- Liaise and consult with the Chiefs and Council of the First Nations and North Shore Tribal Council served by the Agency following the Memorandum of Understanding and community protocols;
- Consult with Elders and community leaders about the community values, customs, and traditions to facilitate planning and the delivery of Child, Youth and Family Services to the First Nations;
- Protect the confidentiality of all case records and other relevant information;
- Develop positive, collaborative working relationships through effective liaison with other community agencies and the general public;
- Establish and maintain service protocols and/or arrangements with community agencies and other disciplines related to case identification, referral, case management, monitoring, and termination;
- Develop and maintain positive media relations;
- Ensure the implementation of a comprehensive communication strategy to enhance the role and profile of the organization, seek community input into services and keep community members aware of Agency progress.

Board Liaison:

- Maintain effective relations with the Board of Directors;
- Attend all Board meetings and committee meetings as required;
- Advise and recommend new policies, operational plans, objectives and governance practices to the Board of Directors;
- Ensure reports are provided to the Board of Directors on all relevant issues and topics including operations, new policy requirements, recommended changes to new or existing services, emerging trends in the industry and potential service opportunities;
- Advise the Board of all issues which affect the Agency's services, policies, and procedures;
- Ensure the distribution of all materials and documentation well in advance of each Board meeting;
- Ensure minutes are taken and circulated according to Agency practice;
- Maintain a harmonious and effective working relationship with the Board of Directors;
- Assist the Board in implementation of governance policies and development of the strategic plan.

Administration and Reporting:

- Complete administrative duties as required;
- Develop and maintain a detailed work plan of activities;
- Develop, review and implement governance policies and procedures in cooperation with the Board of Directors and present any recommended changes for approval;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Ensure confidentiality and safekeeping of Agency documents and records;
- Designate an Acting Chief Executive Officer during any period of absence;
- Implement Board decisions and short and long-term plans in a timely fashion;

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- Implement structures to guide good decision making;
- When possible, anticipate changing circumstances and respond in a pro-active manner;
- Ensure adequate office space, supplies, and equipment;
- Negotiate and monitor physical plant maintenance contracts when applicable;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports, attendance records, and travel expense claims;
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties.

Other Duties:

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Master's degree in Human Services or Business/Public Administration
- Preferred Master of Social Work degree
- Undergraduate degree in the Social Work field may be considered
- Extensive experience in child welfare protection as a Senior Executive working with Senior Management Teams and Boards of Directors may be considered in place of a Master's degree

Minimum Experience

- Five (5) years' Senior Management experience managing programs and services, personnel and finances, preferably in a child welfare protection setting
- Ten (10) years' child welfare protection or social services experience with Indigenous organizations
- Previous experience working with various levels of governance including Boards of Directors, First Nation Chief and Councils, Tribal Councils, provincial ministries and federal departments
- Experience writing proposals, policies, procedures and reports
- Experience working with Indigenous organizations

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of Employment Standards Act, Ontario Human Rights Act, Occupational Health and Safety Act and other relevant human resources legislation
- Knowledge of the Child, Youth and Family Services Act and other related legislation
- Knowledge of child welfare systems
- Knowledge of community resources
- Working knowledge of governance within First Nation communities
- Knowledge of the communities, family structures, customs, traditions and administrative structure of the First Nations served by the Agency
- Knowledge of North Shore First Nations

Special Skills

- Excellent leadership and management skills
- Excellent financial management and human resource management skills
- Excellent interpersonal skills
- Excellent research and analytical skills
- Excellent mediation and conflict resolutions skills
- Excellent facilitation, coordination, assessment and planning skills
- Excellent motivation

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- Excellent organizational skills with a strong ability to prioritize
- Excellent written and oral communication skills
- Excellent computer skills with MS Office software
- Excellent time management skills
- Ability to manage multiple projects
- Ability to manage change
- Ability to work under pressure in a fast-paced environment
- Ability to work independently and work cooperatively within a team environment
- Ability to facilitate, lead and maintain a multi-disciplinary team
- Ability to take initiative, meet deadlines and work flexible hours
- Ability to work with confidential and sensitive information

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabek culture, traditions and the Seven Grandfather Teachings.
- Ability to understand and speak Anishinaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORKSITE LOCATION

The position will be based out of the Head Office in Batchewana First Nation.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Chief Executive Officer will typically be in an office setting. The Chief Executive Officer is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergencies. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching, and bending. The Chief Executive Officer will be required to travel to meetings in the province of Ontario.

Management positions and the administration of employee issues can be mentally and emotionally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Chief Executive Officer to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Indigenous people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, cell phone, fax machine and adding machine

SUPERVISORY RESPONSIBILITY

The position supervises a minimum of four (4) employees.

KEY RELATIONSHIPS

Internal

The position requires interaction with Senior Management Team, Managers, Supervisors, Board of Directors, and

other staff.

External

The Chief Executive Officer will interact with First Nations’ Chiefs and Councils, Mamaweswen, The North Shore Tribal Council, Ministry of Children, Communities and Social Services, Association of Native Child and Family Services Agencies of Ontario, Children’s Aid Societies, OACAS, Union of Ontario Indians, Ministry of Labour, lawyers, consultants, other provincial and federal departments and other agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions, or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserve the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date