

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR GREENWOODS ELDERCARE SOCIETY

JOB TITLE: EXECUTIVE DIRECTOR

RESPONSIBLE TO: BOARD OF DIRECTORS OF GREENWOODS ELDERCARE SOCIETY

The Executive Director is the leader and senior manager of Greenwood's Eldercare Society. He or she is directly responsible to the Board of Directors for the planning, development, implementation and evaluation of all aspects of the Society. The Executive Director develops proposals and budgets for presentation to the Board of Directors in which planned expenditures equate with forecasted revenue. The Executive Director ensures that residents receive an excellent level of care and that all requirements of Provincial Legislation and Regulations, Community Care Facilities Act, Residential Regulations, Assisted Living Regulations and the Society's Constitution and By-Laws are met.

The Executive Director's key responsibilities include implementing the decisions of the Board and overseeing the day to day operations of Greenwood's Complex Care Facility, Braehaven Assisted Living, the Adult Day Program, Meals on Wheels, and any other program operated by Greenwood's Eldercare Society, ensuring that the operations fall within the funding allocated.

JOB QUALIFICATIONS

Note: An equivalent combination of Education, Experience and Abilities will be considered and determined by the Board of Directors.

EDUCATION AND EXPERIENCE

- A Bachelor's degree with specialization in Accounting or a Bachelor's degree and an Accounting designation (CA, CPA, CGA)

plus

- Management experience in a complex care facility that receives government funding.

ABILITIES

The successful candidate will provide demonstrated evidence of her/his ability to:

- prepare and maintain budgets where planned expenditures equate with forecasted revenue
- understand and implement a Model of Continuous Quality Improvement that is shared with the board monthly
- understand the legislation that governs residential care and ensure that the facility is compliant in all ways
- create and work collaboratively
- develop a strong, effective, collaborative inclusive team
- be an effective communicator with strong interpersonal skills.
- foster and maintain good working relationships at all levels and with the community at large.
- be a highly organized, efficient and an effective planner.
- create a resident-centred care facility

The successful candidate will:

- work on-site at the Greenwood's complex
- show a willingness to move to, and maintain a residence on Salt Spring Island.

RESPONSIBILITIES AND DUTIES:

The responsibilities and duties of the Executive Director as stated in Provincial Legislation and Regulations and the By-Laws of the Society, are expanded to include the following:

GENERAL

1. Works with staff to create a culture focused on the values of person-centred care.
2. Ensures that the facilities' structures, operational and clinical practices are person-centred.
3. Ensures that a Model of Continuous Quality Improvement is established, and in use, and that there are evaluative measures that determine growth and areas for continuous improvement.
4. Is cognizant of and ensures that staff are fully aware of the expectations regarding recording and reporting of incidences to Island Health's licensing.
5. Regularly attends relevant meetings with Island Health such as Affiliates Administrator meetings, and reports information from these meetings to the Board.
6. Attends Board Committee Meetings as an ex officio member.

LEADERSHIP

1. Models exemplary leadership in all areas.
2. Speaks on behalf of the Board to the staff and on behalf of the staff to the Board.
3. Oversees all staff who provide services to Greenwoods Elder Care Society.
4. Reports to the Board monthly regarding the care of residents, including daily care, nutrition, medical care and regular daily activities within Greenwoods, Braehaven, the Adult Day Program, and any other program operated by Greenwoods Eldercare Society including activities outside of Greenwoods. The Executive Director guides and monitors both care and activities.
5. Promotes accreditation through the use of written procedures, reports and records designed to assure a high quality of care, and by contact with quality assurance organizations.
6. Chairs and oversees staff committees and ensures that they have appropriate written guidance. Examples of such committees are those concerned with resident care, pharmaceuticals etc.
7. Investigates all complaints relating to the operation of Greenwoods Complex Care Facility, Braehaven Assisted Living, the Adult Day Program, Meals on Wheels, and any other program operated by Greenwoods Eldercare Society, and takes corrective action and/or in more serious cases, recommends action to be taken by the Board or, where necessary, reports to licensing.
8. Reports to the Board on developments in Health Care (particularly seniors' health care) that may be useful in the anticipated function of Greenwoods Elder Care Society.
9. Fosters and promotes sound, professional relationships with all appropriate organizations on Salt Spring Island.
10. Fosters and promotes the activities and facilities operated by Greenwoods Eldercare Society to the community at large.
11. Connects and collaborates with appropriate organizations on Salt Spring Island for the betterment of Greenwoods Eldercare Society.
12. Arranges press releases through the Board.
13. Establishes and maintains contact with relevant professional societies.
14. Provides professional support for all staff and assists staff through prioritizing human resources and organizational goals.

BUSINESS/BUDGET AND ACCOUNTS MANAGEMENT

1. Develops separate budgets for Greenwoods Complex Care, Braehaven Assisted Living, the Adult Day program Meals on Wheels and any other program operated by Greenwoods Eldercare Society, for presentation to the Board before the beginning of each fiscal year where planned expenditures match forecast income.
2. Prepares monthly financial statements for presentation to the Board one month in arrears in a format approved by the Board and prepares Financial Statements for the Ministry of Health, Vancouver Island Health Authority, B.C. Housing Corporation and other authorities as required.
3. Guides and monitors the controls on the use of bank accounts and the safekeeping and the authorization of cheques, the controls of petty cash accounts, the collection of Accounts Payable, the use of contracts, financial record keeping, purchasing of supplies, payroll accounting and the scheduling of personnel to ensure that all are both cost appropriate and cost efficient in meeting, within the budget, the commitments of Greenwoods Complex Care, Braehaven Assisted Living, the Adult Day Program, Meals on Wheels and any other program operated by Greenwoods Eldercare Society.
4. Guides and monitors the management of risk to persons and property through use of adequate insurance and safety procedures for both staff and residents engaged in authorized activities and to cover the risk relative to Third Parties (e.g. the Board and Visitors) when on Greenwoods property or engaged in Greenwoods business.
5. Monitors, assesses and develops plans for the physical improvement of the facilities and grounds for submission to the Board, and implements the decisions of the Board.
6. Prepares, and submits, on an annual basis, requests for Capital Equipment and Grounds Areas to Island Health.
7. Develops a Personnel Policies and Procedures Manual, cognizant of Provincial Legislation and Regulations and Union/Management Master Agreements, for presentation to the Board for approval that provides guidance and/or direction that addresses the following areas of employee management:
 - Job Descriptions
 - Interviewing
 - Hiring
 - Orientation/training
 - Personnel Records
 - Performance Evaluation
 - Promotion
 - Discipline and termination

The Policies and Procedures manual will include the employee line organization chart indicating the reporting relationships, to whom one reports and the reporting requirements.

The Executive Director guides and monitors the administration of these policies and procedures.

8. Encourages and facilitates the participation of volunteers in suitable activities.
9. Other duties as requested by the board