



Executive Director, Outreach Therapy, Port Alberni, BC

Start date: June 1 – June 14, 2022

20-30 hours a week, with some flexibility. Permanent

Interviews will be offered on an ongoing basis. Posting closes May 16.

A full job description can be found at <https://outreachtherapy.org/join-our-team>

- **Salary negotiated** based on level of experience, ability, and qualifications, following HEABC Executive Compensation Reference Plan. Competitive vacation in the first year, extended healthcare and dental, access to education funds, and other leaves.
- Hybrid work options available after six-month probationary period in consultation with board and programs
- Executive and workplace coaching available

About Outreach Therapy

Outreach Therapy is a Port Alberni based registered charity that offers a hub of connected family services including Physiotherapy, Occupational Therapy, and Early Childhood Mental Health as well as other bespoke program such as the Extended Therapy Services Program and proprietary STARS program. Services are offered to children and families who live in any community within the Pacific Rim, Alberni Clayoquot Regional District.

Since 1981, Outreach Therapy has provided excellent, family centred care in a highly collaboratively team driven environment. The Executive Director serves as a General Specialist and functional expert in all management matters and areas of the organization, while maintaining a focus on creating a collaborative, caring, safe organizational culture that values fostering growth, self determination, and innovation. Learn more about us at www.outreachtherapy.org

Position Summary

The Executive Director of Outreach Therapy oversees the day-to-day operations of all agency activities, actively managing the agency's financial resources, programs and operations directly or through other reporting channels consistent with Board approved policies, goals and objectives and in accordance with legal, statutory, constitutional and other requirements. The Executive Director ensures compliance with all licensed practitioner College and Legislative Standards. Acting as the liaison between the Board of the Directors and its employees, the Executive Director ensures that a high standard of client-based program delivery is maintained. The Executive Director promotes the agency's activities through contact with the community, business organizations, government, and the general public.

As Outreach Therapy is a small agency, the Executive Director is expected to be a General Specialist in most management areas, with especially advanced knowledge of executive leadership and human resources, strategic planning, change management, healthcare planning, and financial and management accounting, not for profit/charity regulations, grant writing, and program development. This position is expected to be actively engaged in both day-to-day

hands-on ground level operations as well as providing long range strategy while working collaboratively with staff, volunteers, and the Board of Directors.

This position reports to the Outreach Therapy Board President and the Board of Directors.

Knowledge, Skills and Abilities

- 5 to 10 years experience working in senior executive level role in a not for profit management position
- Understanding of reconciliation principles and experience working with Indigenous cultures that supports creating and working within a culturally inclusive and humble environment for staff, partners, and clients.
- Human resources management, financial management, and strategic analytical skills and strong problem-solving skills
- Experience in a non-profit and charitable sector, including general knowledge of clinical management for a not for profit, publicly funded agency
- Knowledge of working within a collective agreement is essential.
- Knowledge of project management and change management, coaching skills
- Demonstrated sound judgement and excellent communication skills (written, verbal)
- Strong interpersonal skills, capable of creating respectful, nurturing, and empowering relationship in building a cohesive team
- High level of tech literacy, and comfortable in a digital environment and leading teams both in person and virtually
- Demonstrated ability to conceptualize, develop, and evaluate programs.

Qualification Requirements

- Degree in business administration, or transferrable field
- Advanced graduate degree preferred (Masters)
- Advanced financial management skills and knowledge
- Knowledge of child development and understanding of regulated clinical practices
- Skills and knowledge are the result of a combination of formal education in health, social services, business, non - profit management, or related areas, and several years of experience in increasingly responsible positions.
- Must be able to think strategically about Outreach Therapy's priorities and help to translate these priorities into program and staff recruitment and related funding and growth activities
- Knowledge of software including Zoom, Adobe, Sage, PayWorks, Teams, Microsoft Office considered an asset
- Successful completion of record check and background check
- Full Covid-19 vaccination status
- Knowledge of payroll and basic accounting is an asset
- Current first aid certification is an asset

Apply by email to Susan Fox at sfox@outreachtherapy.org with a current resume and cover letter.