



POSITION TITLE:

Executive Director

IMMEDIATE SUPERVISOR:

Board of Directors/Chairman of the Board

POSITION SUMMARY

The Executive Director shall be responsible and accountable to the Board for the entire administration, organization and management of the Centre in accordance with policies established by the Board, and/or all other statute laws and regulations as may be applicable to the Centre while maintaining an environment ensuring an holistic approach to the care of the residents.

PERFORMANCE RATING

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DUTIES AND RESPONSIBILITIES

Ensure knowledge and application of Brantwood programs, including their philosophy, mission statement, goals, policies and procedures.

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1. Will advocate for the needs of the residents of Brantwood Centre.

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2. To understand, be able to communicate, demonstrate and ensure the implementation of the philosophy and mission statement of the Centre.

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3. The employment, direction and control of all employees in accordance with Board policies and the applicable laws, including the responsibility for the hiring, development, training, safety, salary administration and motivation of staff.

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4. The effective and efficient operation of the Centre to ensure optimal quality of resident care.

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5. The maintenance of current knowledge of the Centre's procedures, policies, administrative practices and government legislation and the clarification and interpretation of the Centre's policies.

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6. The initiation and/or implementation of the policies of the Centre as approved by the Board of Directors.

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7. The maintenance of good community relations and in particular those organizations pertaining to developmental handicaps and physical disability.

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8. The maintenance of good working relations with all staff of the Ministry of Community and Social Services.

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9. The active involvement in community planning of services to the developmentally handicapped and other social services.

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10. The responsibility for the assets of the Centre including the administration of the annual budget ensuring the strict adherence to all internal control and administrative policies and procedures; including the accurate maintenance of all financial and non-financial records.

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