



## **Executive Director**

### **Participation House, Markham (PHM)**

In 1972 Participation House began providing residential services to young adults with physical and developmental disabilities. Since then PHM has grown to serve 110 Clients with residential services and an additional 50 Clients with various day program services. The agency currently employs more than 185 staff with an operating budget of approximately \$9 million and is primarily funded by the Ministries of Community and Social Services (MCSS) and Health. We currently provide residential services in 7 different locations in Markham.

Since its beginning PHM has been led by 4 Executive Directors. We are currently looking for a leader to maintain the growth and stability that we have experienced since 1972.

### **Our Mission Statement**

The mission of Participation House, Markham is to be a leader in enhancing the quality of life of individuals with disabilities through a continuum of services designed to reflect individualized approaches, community involvement and a respect for human dignity.

### **The responsibilities of this position include but are not limited to:**

- Lead the visioning and strategic management of the organization.
- Provide expert advice to the Board of Directors.
- Provide leadership in setting and achieving goals and objectives.
- Manage human, financial and physical resources to ensure compliance with legislation and regulations.
- Lead the management team in providing excellent care and services to the Clients.
- Create an environment that will increase knowledge and skills among employees.
- Liaise and maintain positive relationships with residents, families, the community and the ministries.
- Participate in the budgeting process.
- Oversee union contracts and negotiations.
- Support and participate in fundraising events.
- Review and submit all reports required by MCSS and LHIN

### **Key Qualification:**

- 5 - 10 years of experience and training in the areas of Health and Social Programs, Personnel Management, Human Behaviour, Business Administration and Financial Management.
- Post secondary education and/or equivalent in a field appropriate to long term care.
- Knowledge of the broader MCSS and health system issues and initiatives.
- Excellent computer skills and the ability to research and prepare reports, presentations and briefings for the Board of Directors.
- Flexibility and ability to work a standard work week as well as the ability to work weekends and evenings as required to attend Board meetings and represent the organization at public events.
- Valid driver's license and a reliable vehicle.
- Canadian Society of Association Executives (CSAE) certification, Canadian Fundraising Executive (CFE) certification and current membership with the Association of Fundraising Professionals would be assets.
- Knowledge of the French language would be an asset.

If you are interested in this position please forward a cover letter and current resume for consideration to [careers@participationhouse.net](mailto:careers@participationhouse.net) . **Posting Closing Date: May 19, 2017**