



JOB POSTING

JOB TITLE	Deputy Executive Director
STATUS	Contract – Full Time
DEPARTMENT	Management
DIRECT SUPERVISOR	Executive Director
LOCATION	Kuuujuaq, Quebec
JOB POSTING DATE	September 16, 2020
JOB POSTING END DATE	October 7, 2020
STARTING DATE	To be discussed

I. POSITION OVERVIEW

Isuarsivik Regional Recovery Centre (Isuarsivik) has adopted a development plan which provides for an expansion of its services and workforce as well as for the building of a new facility. The new Centre will see:

- An increase in volume of individual adult clients;
- The welcoming of adult clients of both sexes simultaneously;
- The delivery of family therapeutic services;
- Creation of new departments and expansion of staff and budget;

In this context, the Deputy Executive Director plays a crucial role in:

- Supporting day to day management of the Isuarsivik in a context of rapid growth;
- Supporting the implementation of the Development Plan.
- Lead on the deployment of the Transition Plan by supporting all managers to ensure operational readiness for all departments;
- Mentoring mid-managers in the process of creating new departments and/or expanding the staff and services under their responsibility;
- Promoting Isuarsivik as an Inuit culturally sensitive recovery center offering distinctive and specific programs to deal with all kinds of addictions and intergenerational trauma.

II. PURPOSE OF POSITION

Under the direction of the Executive Director, the Deputy Executive Director is responsible for leading the deployment of the Transition Plan to the new Centre as well as assisting in the management of the day-to-day operations of Isuarsivik and assigned projects.



III. ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Plan 2019-2022 & Transition Plan Towards the New Centre

- Assist the Executive Director with the execution of the 3-years strategic planning
- Assume management responsibility of the Transition Plan towards the new Centre and mentor the mid-management team to ensure operational readiness.

Management

Assist the Executive Director in leading and directing the overall provisions of effective clinical and administrative services for Isuarsivik;

- Assist the Executive Director in building and retaining an effective team of regular and contracted management, clinical, administrative and support staff;
- Assist the Executive Director in evaluating the performance of each manager annually;
- Assist the Internal Management Committee in the budget planning, monitoring and reporting process;
- Support the implementation of Isuarsivik's Development plan in collaboration with Isuarsivik's steering committee and project managers;
- Maintain and fosters positive public relations as well as effective communications with funding agencies;
- Collaborate with Isuarsivik's partners in assuring the planning, designing and delivery of quality programs in the field of addictions;
- Assist in supporting development, implementation and maintenance of systems that establish harmonious working environments that encourage employees to be creative, productive and truly vested in supporting the goals of Isuarsivik;
- Assist in supporting development, implementation and maintenance of systems that ensure quality care for Isuarsivik's clients using both Accreditation Canada and MSSS's standards;
- Assist in supporting development, implementation and maintenance of systems that ensure maximum utilization of the Isuarsivik's staff and facilities in accordance with Isuarsivik's plans and budget;
- Perform interim position of Executive Director and other management positions when needed.

Board of Directors (BOD)

- Supports Executive Director in ensuring proper collaboration with and the functioning of the BOD;
- Other duties as assigned by the Executive Director and the President of the BOD.

IV. QUALIFICATIONS

Education

University degree in a discipline of administration;
Specialization in management of health and social services would be considered an asset.

Work Experience

15 years in a management position;
Experience as a leader of a major organizational growth, of a significant change or of a transition to a new facility;
Significant work experience in Nunavik or in another indigenous context would be considered an asset;

Experience in health and social services network would be considered an asset.

Deep knowledge in finance, accounting or budgeting would be considered an asset.

Knowledge and Skills

Understanding of the Isuarsivik's Mission and Mandate;
Ability to mentor teams and managers in a cross-cultural context;
Strong budgeting skills
Strong communication (both oral and written) skills;
Ability to communicate professionally with Board members, staff members, proponents and the general public;
Good planning and organizational skills;
Good interpersonal skills including the ability to use tact and diplomacy and work under pressure;
Able to use all common office equipment including computer, projector and Microsoft Office suite;
Ability to work independently and as part of a team
Promotes and maintains a healthy lifestyle in the community;
Maintain the highest levels of confidentiality and professionalism

Language

Ability to read, write and speak English is mandatory;
Ability to read, write and speak Inuktitut and French are an asset.

V. WORK ENVIRONMENT

- Isuarsivik is undergoing a major development process that requires flexibility, creativity and adaptability;
- The incumbent must balance multiple demands and urgent requests from clients, staff and partners;
- Must be prepared to meet the personal and professional challenges associated with living in a northern, isolated community with limited resources.

SEND APPLICATION BY EMAIL OR FAX TO:

Abiola Boldon
Human Resources Manager
Isuarsivik Regional Recovery Centre
P.O. Box 749
Kuujjuaq, Quebec (CANADA) J0M 1C0

Email: recruitment@isuarsivik.ca

**PLEASE NOTE THAT ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.
HOWEVER, WE THANK EVERYONE FOR THEIR INTEREST.**