



P R I N C E E D W A R D
FAMILY HEALTH TEAM
A team approach to your good health

Executive Director
(Fulltime/Permanent)

An excellent opportunity awaits you to combine your leadership, vision and passion for primary health care with community service in an idyllic setting - Prince Edward County in south eastern Ontario.

The Prince Edward Family Health Team (PEFHT) is a dynamic group of health professionals focused on delivering enhanced, high quality rural primary health care through the collaborative efforts of family physicians and allied health professionals. The Family Health Team are the allied health professionals and support and management staff employed by the PEFHT and broadly includes the associated 23 Member physicians and their office staff as well as a number of visiting specialists.

Work and live in beautiful Prince Edward County, featured in Harrowsmith magazine as one of Canada's 10 places offering the best in rural living. 800 km of spectacular shoreline and beautiful scenery at your doorstep, fresh air, family farms and warm communities, live theatre, artists' studios and galleries, unique regional cuisine and a growing wine industry all combine to make "the County" a location of choice.

The PEFHT is 10 years in operation and provides a single point of access to health care services for most County residents. Our interprofessional care teams offer comprehensive patient-centred, primary health care including disease diagnosis, treatment and management, prevention and cure, rehabilitation, palliative care and community health promotion. The remarkably low employee turnover serves as a testament to the quality of the working environment with a high level of collegiality and collaborative partnerships among the physicians and other health professionals with the Team.

Position Summary:

As the senior full time officer of the PEFHT, the Executive Director (ED) is responsible on behalf of its Members (all family physicians) for the overall leadership and management of the PEFHT. The ED is accountable to the Members through the Board of the PEFHT (5 physicians and 1 community member) and serves as a non-voting ex-officio member of that body.

Duties and Responsibilities

Without limitation on the overall responsibility of the ED to lead and to manage the PEFHT, the ED's role will include the following duties and responsibilities:

Strategic Leadership

- The ED will promote the vision, mission, activities and services of the organization; be a role model committed to staff motivation and the provision of a positive work environment.
- The ED will recognize the need for system level transformation in healthcare and our place in achieving it. He or she will effectively manage change, acting as both a catalyst and a compass, igniting transformative performance across the organization and ensuring that employees see the way forward.

- In consultation with the Board of Directors, the ED will lead the development and implementation of the strategic plan
- The ED will work closely with the Board in developing and updating the overall goals and the committed objectives of the PEFHT
- The ED will provide the leadership and the initiative in developing the strategies, the plans and the programs required to achieve these goals and objectives for approval by the Board.
- Once approved, the ED will be responsible for the implementation and operation of these plans and programs and for performance monitoring and evaluation.
- In addition to working with the Board, the ED will be responsible for maintaining open communications and a positive working relationship with all of the physicians, their office personnel and all employees of the PEFHT.

External Relationships

- Under the overall direction of the Board, the ED will serve as a representative and spokesperson for the PEFHT in its negotiations, planning relationships, partnerships and collaborative initiatives with the MOHLTC, SE LHIN, health service provider and community organizations.
- The ED will be directly responsible for the public communication and the media relationship activities of the PEFHT.

Team Building

- A priority responsibility of the ED will be to sustain the PEFHT's commitment to integration and to fostering collegiality on an interdisciplinary basis within the team and through interagency collaborations.

Other Management Responsibilities

The ED will:

- effectively navigate and articulate the legal, fiduciary and ethical complexities of operating a not-for-profit, government funded organization that is accountable to Ontarians;
- with the assistance of the Business Manager and the Board's Finance Committee, develop and recommend an annual budget and long range financial goals, consistent with the PEFHT's plans and programs; write and submit yearly business plans to the Ministry of Health;
- oversee the implementation of the PEFHT budget, ensuring the PEFHT operates within the financial constraints of the Ministry of Health's funding allocation, and provide financial reports to the Board on regular intervals;
- identify and supervise outside contractors, such as legal counsel and other consultants as may be authorized by the Board;
- execute such contracts and commitments as may be authorized by the Board.
- commission an annual audit of PEFHT for submission to the Board and then for approval by the Members at their Annual General Meeting;
- ensure the legal integrity of the PEFHT and provide security for all files, legal and historic documents;
- be responsible for the management of facilities leased by or on behalf of the PEFHT;
- provide guidance to the Board of Directors in ensuring legislative compliance.

Qualifications and Requirements

- Masters level degree in health or public administration or a combination of an undergraduate degree with significant leadership experience.
- An innovator who can convert ideas into action.
- Excellent verbal and written communication skills.
- Superior organizational and multi-tasking skills.
- Demonstrated ability to work independently and collaboratively as a leader and a member of a multidisciplinary team.
- Demonstrated sound judgment and problem solving ability.
- Proficiency in Microsoft Office.
- Current Ontario Driver's License and access to a vehicle.

Salary Range: Competitive pay/benefits; salary is commensurate with education and experience.

For more information about this position and about our team, see our website at www.pefht.ca.

To Apply:

Please send cover letter and resume to: careers@pefht.com.

Resumes are to be received no later than **September 15, 2016**.