



PRINCE EDWARD FAMILY HEALTH TEAM

Your partner for best health

Executive Director

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 southeastern Ontario.

The Prince Edward Family Health Team (PEFHT) is seeking an Executive Director to lead a dynamic group of health professionals focused on delivering enhanced, high quality, comprehensive rural primary health care through the collaborative efforts of family physicians and allied health professionals.

Experience life in Prince Edward County – well known for offering the best in rural living. Eight hundred kilometers (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 was established in 2006 and provides a single point of access to health care services for those it serves. The interprofessional care teams offer comprehensive patient-centred, primary health care including diagnosis, treatment and management, prevention and cure, rehabilitation, palliative care, and community health promotion. The culture is one of respect, innovation, and willingness to partner with other healthcare providers and those who receive our services. The PEFHT is a participating organization in the Hastings Prince Edward Ontario Health Team (HPE OHT) and strongly supports collective impact in coming together with other health, social service providers, and those who receive health care services to transform how health care is delivered.

Position Summary

As the senior full-time officer of the PEFHT, the Executive Director (ED) is responsible on behalf of its Members (23 family physicians) for the overall leadership and management of over forty (40+) PEFHT employees. The ED is accountable to the Members of the PEFHT Board of Directors 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. They 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 PEFHT's strategic plan and inspire enthusiasm for expanding our scope as it pertains to those without a family physician living in Prince Edward County.
- The ED will work closely with the Board in developing and updating the overall goals and the committed objectives of the PEFHT year over year its operating plan and will provide the leadership and the initiative in developing the strategies, plans, and programs required to achieve these goals and objectives, including performance monitoring and evaluation of those plans and programs, all for approval by the Board.
- In addition to working with the Board, the ED will work closely with the HR Lead to be responsible for maintaining open communications and a positive working relationship with all physicians, their office personnel, and all employees of the PEFHT, and ensure a health equity lens is embedded in appropriate ways that the PEFHT operates.
- Continue to harness and promote the strong Quality Improvement culture that defines 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 including with the HPE OHT, the ministry, Ontario Health, Lived Experience Representatives, health service providers, 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 foster respectful collegiality on an interdisciplinary basis within and across 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 and Finance 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 Annual Operating Plans to the Ministry of Health or reports to Ontario Health, as the case may be.
- 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 needed.
- execute such contracts and commitments as delegated responsibilities of the Board and upkeep a contracts database to ensure a full repository of contractual arrangements are current and tended.
- 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.
- be the Privacy Officer, or ensure the function is delivered within the employee team.

- serve as a consultant for guidance and input on the County Docs Physician Recruitment and Retention Program.

Qualifications and Requirements

- Master's 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.

We offer:

- An environment that supports work-life balance
- A team that strives for professionalism, respect and compassion, and values team members as whole persons
- The opportunity to be part of meaningful work that makes a difference in our community
- Paid vacation, sick, and personal leave
- A defined benefit pension plan through HOOPP
- Employer-paid health, dental, and extended health benefits
- A competitive salary, commensurate with experience

We look forward to hearing from you.

Submit application to careers@pefht.com

Application deadline: July 14, 2023.

Interviews may begin sooner for qualified applicants.

For more information about our team, please visit www.pefht.ca.