

COMMUNITY LIVING

York South

November 7, 2011

Internal/External Position Posting

Position:

Deputy Executive Director

Community Living York South is committed to "supporting people with intellectual disabilities to live, Learn, work, and participate in the community". We envision a society where we all belong, where each of us is valued, celebrated and recognized as essential to the achievements and enrichment of us all. We are inviting all applications from passionate individuals who apply a person-centered approach in creating dynamic 24-hour supports that foster meaningful and life enhancing achievements.

Reporting to the Executive Director, the Deputy Executive Director will be responsible for the day to day management of the operations and will assist in the execution of the agency's' strategic plan. The successful candidate will manage in a manner that is consistent with the mission, vision, values and the defined outcomes by the agency.

Qualifications:

1. 10 years experience in the not-for-profit, social services field, or specific experience in the developmental services field.
2. A bachelor of social sciences, public health or administration degree.
3. Supervisory experience with multiple staff levels with a strong understanding of Human Resource Management.
4. Experience working with a not-for-profit Board of Directors.
5. Knowledge of government and other legislation and policies pertaining to the agency operation.
6. Demonstrated knowledge of organizational development, structure and operations.
7. Demonstrated confidence and consistency as a leader and role model with strong decision making capabilities.
8. Is a highly effective self-manager who can work independently through their own initiative.
9. Is an effective manager and team builder who can rally team members to achieve outcomes and meet timelines while balancing demands and priorities.
10. Is an exceptional communicator, both written and verbal.
11. High level of computer literacy and knowledge of information management systems.

Position Summary:

Working with the Executive Director the successful candidate will:

1. Promote and carry out all duties in a manner consistent with the Mission, Vision, and Values of the agency.
2. Provide direct supervision to management and other staff.
3. Demonstrate leadership and communicate a compelling vision of the agency, achieving outcomes for people, families, and the community.
4. Ensures the consistent application of best practices and adherence to applicable legislation and agency policies in the day to day operations of the agency.
5. Successfully achieve annual goals within defined budget limitations.
6. Perform all other duties as assigned.

Reporting to: Executive Director

Starting Date: To be Announced

Please Quote Job Posting #: 11-26

Please send your letter of application and current resume to: 101 Edward Avenue, Richmond Hill L4C 5E5.

Fax: 905-737-3284 Attention: careers@communitylivingyorksouth.ca

Closing date: November 30, 2011 – 4:00 p.m.

We thank all interested applicants; however we will only contact those who best meet the requisite skills, experience and qualifications. No telephone inquiries please. Community Living is an equal opportunity employer.