



Fraser Valley Aboriginal Children and Family Services Society

Human Resources
#1 -7201 Vedder Road
Chilliwack, BC V2R 4G5

Phone: 604 -858 -0113
Fax: 604 -824 -2464

POSITION TITLE: Executive Director

SALARY RANGE: \$115,000 to \$135,000

Agency Overview

The Fraser Valley Aboriginal Children and Family Services Society (FVACFSS) is a fully delegated agency providing culturally appropriate and holistic services, through various delegated and non-delegated programs, to Aboriginal children and families residing on and off reserve. The FVACFSS geographic service area is divided into three regions: 1) West: Langley/Abbotsford and surrounding areas; 2) North/East: Mission/Agassiz and surrounding areas; 3) Central: Chilliwack and surrounding areas. FVACFSS has an annual operating budget of \$40 million, employs 220 staff and administers 460 Child Service files and 350 Family Service files.

Position Summary

Reporting to the FVACFSS Board, the Executive Director is part of a three member Executive Leadership Team that includes a Director of Practice and Director of Administration Services. The Executive Director is responsible for service delivery performance for all FVACFSS delegated and prevention teams and collaborates with the Director of Practice, who is directly accountable for setting and monitoring standards of practice within the Agency. The Executive Director is the primary spokesperson for the Agency and is responsible for developing and implementing regularly occurring communications with internal stakeholders, including the Board, Management and staff, and external stakeholders that include funders, community leadership, community members and Social Services organizations operating within the FVACFSS GSA.

Principle Duties and Responsibilities

- Provide day to day performance management and complete annual performance reviews for the Director of Practice, Director of Administration Services and five Regional Managers.
- Collaborate with the Executive Leadership Team to develop an annual Operations Strategic Plan and work plans and lead accountability for achievement of the Strategic Plan and Agency's service delivery goals.
- Gather input from community stakeholders regarding service gaps and needs, and collaborate with the Director of Practice on the design of delegated and non-delegated services. Maintain relationships with Aboriginal service providers and ancillary agencies within the GSA to ensure service integration.
- Develop an organization structure to achieve the Agency's service delivery objectives.
- Maintain a positive work environment and staff morale within the Agency through a high level of visibility and engagement. Respond to staff input regarding issues impacting morale and/or achievement of the Agency's goals.
- Lead the implementation of a Communications Plan that includes regular operations updates for the Board, Management and staff.
- Maintain a regular event schedule to increase the Agency's profile among external stakeholders, including First Nations and Urban Indigenous communities.
- Be the Agency's lead spokesperson for all operational issues with the media and external stakeholders.

Qualifications

Education and Work Experience

- University Degree in Social Services or a Business Administration discipline and five (5) or more years of experience in leadership roles involving operations management.
- Preference for experience managing within a delegated Aboriginal agency or Social Services organization delivering services to Indigenous communities.

Operations Experience

- Ability to develop and manage operations strategies and work plans and track achievement of objectives. Ability to develop, track and manage performance objectives for delegated and non-delegated programs.
- Knowledge of DAA operations and relationship to the CFCSA and Delegation Confirmation Agreement, as well as knowledge of Indigenous child welfare history, issues and challenges.
- Experience designing and implementing child and family services programs.

Leadership and Communications

- Strong leadership skills and ability to achieve desired outcomes by leading by example.
- Ability to work cooperatively with a Board of Directors and provide updates in a proactive manner.
- Ability to develop and successfully implement communications strategies for a broad range of stakeholders.
- Ability to provide accurate written and verbal responses to media and external stakeholders in a potentially stressful environment.

Short-listed candidates must agree to submit to a criminal record review and have a valid Class 5 driver's license with a clean driver's abstract. Salary is commensurate with experience.

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the position title or apply directly to the website below.

Attention: FVACFSS Board of Directors c/o Nooreen Kabani

Email: nooreen@exalthrconsulting.com

Phone: 604-396-6006

Apply Here: <https://exalthrconsulting.recruitee.com/o/executive-director-fraser-valley-aboriginal-children-and-family-services-society-salary-range-115000135000>

Deadline: Open until filled.