



# Native Child and Family Services of Toronto

## Executive Director

**Hours:** 35 hrs/wk. (flexibility required)

**Range:** \$175,420- \$224,147

**Location:** 30 College St.

**Classification:** Full-Time Permanent

**Position:** NON-BU

### Summary:

Native Child and Family Services of Toronto strives to provide a life of quality, well-being, caring and healing for our children and families in the Toronto Native Community. We do this by creating a service model that is culture-based and respects the values of Native people, the extended family, and the right to self-determination and through the integration of holistic, culturally based prevention services that are child centred, family focused, and community driven.

Founded in 1986 we are a multi-service, culturally based, self-determined service provider supporting Indigenous children and families in Toronto and Peel regions. A mandated Children's Aid Society, offering Support Services in a range of preventative and healing services. Our Agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions. A recognized leader in the field, known nationally for service innovation with a budget over 50 million, 350 staff at 20 locations.

Reporting to the Board of Directors, the Executive Director is responsible for the successful leadership and management of all Agency services and cultural programming, which combine to deliver protection, residential care, early years and parenting, youth-work, prevention, clinical and community work services, and other services and supports. The Executive Director will ensure all services are delivered in accordance with the strategic direction set by the Board of Directors. This position plays a key role in enhancing NCFST workplace culture by demonstrating a commitment to ensuring all Agency services are responsive to the needs of Staff and Community.

### Primary Responsibilities:

As the ideal candidate, you are an inspiring and empowering Indigenous leader who is genuinely committed to, and a champion of the Indigenous Community and Indigenous child and family wellbeing services.

### Leadership

- Participate with the Board of Directors by bringing guidance and perspective to the development of the Strategic Plan.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the Agency.
- Act as a professional advisor to the Board of Directors, fostering effective team work on all aspects of the Agency's activities.



# Native Child and Family Services of Toronto

- Conduct official correspondence on behalf of or jointly with the Board of Directors as appropriate.

- Represent the Agency at community activities and act as a spokesperson to enhance the Agency's community profile.

## **Operational Planning**

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Agency.
- Ensure that the operation of the Agency meets the needs of the community members we serve, the Board of Directors, and our Funders.
- Oversee the secure, efficient, and effective day-to-day operations that meet Community needs and addresses Agency's priorities.
- Support the creation, development, and review policies for the approval of the Board of Directors and prepare procedures for implementation as needed.

## **Program Planning**

- Oversee the planning, implementation, and evaluation of the Agency's programs and services.
- Ensure that the programs and services offered by the Agency contribute to the Agency's mission and values, reflecting the priorities of the Board of Directors.
- Monitor the day-to-day delivery of the programs and services of the Agency to maintain or improve quality.
- Oversee the planning, implementation, execution, and evaluation of special projects.

## **Financial Planning (*through the office of the Director of Finance and Administration*)**

- Work with Staff and the Board of Directors to prepare a comprehensive budget and secure adequate funding.
- Administer the funds of the Agency according to the approved budget and monitor the monthly cash flow of the Agency.
- Ensure that the Agency complies with all applicable legislation
- Prioritize and support a funding model that ensures the Agency programming needs are being met including experience in funds development to ensure the financial health of the Agency in perpetuity.

## **Community Relations and Advocacy**

- Working to build good relationships, collaboration, and consensus in a process of co-developing the ongoing transformation of Indigenous child and family wellbeing services in Toronto and Peel region.
- Communicate with stakeholders to keep them informed of the work of the Agency and to identify changes in the community served by the Agency.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the Agency.
- Lead the development of protocols with First Nations and other Indigenous governing bodies, particularly with respect to new Indigenous laws being created under the Act Respecting First Nations, Inuit and Métis Children Youth and Families.



# Native Child and Family Services of Toronto

## **Risk management**

- Identify and evaluate the risks to the Agency's people (Community Members, Staff, leadership, volunteers, third-party contractors, etc.), property, finances, goodwill, and image by implementing measures to control risks.
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## **Qualifications, Knowledge and Skills:**

- Master of Social Work (MSW) with a minimum of ten (10) years of progressive experience in a senior leadership capacity preferred OR a combination of comparable education and experience as determined by the Hiring Committee may be considered.
- Substantive experience working in an Indigenous context as a senior leader within a complex human service delivery organization(s).
- Knowledge and understanding of the unique dynamics that exist within the First Nations, Inuit, and Métis Cultures in an urban environment.
- Lived experience with Aboriginal Culture, traditions, beliefs, values, ceremonies, and teachings would be considered an asset.
- A solid understanding of, and sensitivity to, the experiences of Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Learning mindset and a passion for knowledge and continual learning.
- Coaching, mentoring and supervisory experience.
- Knowledge of Ministry guidelines and legislation relevant to non-profit sector organizations as it pertains to employment, human rights, youth, children, and family services.
- Experience with enforcement of established Agency policies, procedures, and programs relevant to human resources, financial, and project management.
- A track record of success as a strategic systems thinker with an ability to communicate and translate future vision into successful actions and outcomes.
- Good knowledge of MS 365, outlook, excel, word, etc. and other software (i.e. financial management, reporting, etc.).
- Ability to handle confrontational issues in a diplomatic manner.
- Highly developed analytical skills with ability to conduct research and use independent judgement to problem solve.
- Excellent interpersonal skills; oral and written communication skills and presentation skills.
- Professionalism, initiative, and respect for confidentiality.
- Exceptional leadership skills with a strong emphasis on a balanced participatory and action-oriented work/leadership style.
- Demonstrated ability to resolve conflicts, elicit cooperation, negotiate and to collaborate.
- Competence in problem analysis, judgement and decision making, especially under difficult circumstances with minimum information and rigid time constraints.
- Demonstrated ability to prioritise competing work demands and to manage a high volume of work.
- Ability to positively influence others to achieve results.
- A valid G-Class Driver's Licence and access to a reliable vehicle with a minimum of \$1 million in liability insurance are required for this position.



# Native Child and Family Services of Toronto

- Ability to provide an acceptable Child Welfare Check with Vulnerable Person Sector Search (VPSS).

**To apply**, please provide:

- Cover letter outlining how you how meet the qualifications of the role.
- Current resume and include three work related references
- Proof of Vaccination. NCFST employees are required to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.
- As a multi-service urban Aboriginal agency providing holistic, culture-based programs and services to Aboriginal children, and families, NCFST will give priority to applicants who identify as First Nations, Inuit, Metis, and those with close affiliations.
- NCFST is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

**Closing Date:** Open until filled

If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#)

*We thank you for your interest, however, only those applicants selected for an interview will be contacted.*