

## JOB DESCRIPTION

<b>JOB TITLE</b> President & CEO	<b>DEPARTMENT</b> Senior Administration
<b>REPORTS TO</b> Board of Directors	<b>JOB CODE</b>

### SUMMARY

Reporting to a soon to be incorporated Board of Directors, this position will have the prime responsibility for bringing the two existing organizations together to create a “state-of-the-art” family and consumer centred pediatric rehabilitation and chronic care organization which will be a vital regional and provincial resource. The merger is expected to be effective in late 1995 or early 1996. The new President will play a key leadership role in implementing and developing the new organization’s mandate in collaboration with clients and families, service providers from the Greater Toronto area and across the province, and other significant stakeholders. Specific priorities include:

### KEY RESPONSIBILITIES

- Support governance processes, which both reflect the consumer/family-centred nature of the new corporation and demonstrate a balance of the perspectives and continuum of experience of parents/consumers with other perspectives.
- Demonstrate and continually articulate and clarify the benefits to be gained through the merger, including the preservation and enhancement of the highest possible quality of rehabilitative services and chronic sub-acute care to consumers and their families, with appropriate outreach services, education and training, research and advocacy.
- Lead and guide a realistic pace of change based on evidence of need, appropriateness, ability to maintain and enhance the quality of services, and the availability of resources.
- Direct the amalgamation of the services of the two organizations, including the development of shared services internally and externally, and linkages among services; the resource requirements, and the establishment of the required managerial structure.
- Oversee the development of both strategic and operational plans required to maintain and enhance the existing services and establish new services based on identified gaps.
- Support the Board in the appointment of a Chief of Medical Staff and the formation of a medical staff organization.
- Develop and maintain partnerships with other care providers to enhance a province-wide continuum of care/services from home-based to facility-based to meet the unique needs of each consumer or family.
- Liaise with the Ministry of Health, the District Health Council, and other pediatric facilities to determine ongoing operating requirements for the new organization, as well as planning future site requirements.
- Represent the new organization in its external involvement with government, other agencies and the community.
- Promote teamwork and professional growth of staff, in terms of both responsibility and authority, in the achievement of organizational goals and the required service efficiencies in light of the current health care environment.
- Enhance academic linkages and research, focusing the knowledge base towards the achievement of

optimal health and quality of life.

- Participates in quality improvement initiatives, supports the maintenance of a safe and healthy work environment and advances a culture of client/patient safety through work and daily practices.

<b>JOB TITLE</b> President & CEO	<b>DEPARTMENT</b> Senior Administration
<b>REPORTS TO</b> Board of Directors	<b>JOB CODE</b>

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES CONTINUED**

- 7-10 years in a senior management role.
- Masters in Health or Business Administration, or equivalent relevant experience.
- The ideal candidate will combine strong leadership and managerial abilities with the vision, commitment and energy to guide and coordinate a complex transition to a new consumer/family-centred organization. Must be able to work effectively and positively with a newly emerging volunteer board and fully understand and support their role and the role of family and consumer centred service and care. Highly sensitive to community, consumer and family needs, with the commitment to continually seek to adapt services as consumer needs and community resources change. Must have a management style that promotes team building, and encourages staff growth and development. Must be capable of communicating and relating well to staff at all levels, including medical staff, and possess strong coordinating and negotiating skills to establish the necessary linkages with other health care providers and institutions. Will bring the political skills, government relations abilities and creativity to best position the new organization to secure the required capital and operating funding. Fiscally responsible and operationally astute, with the ability to quickly improve cost effectiveness and service coordination. An individual with the balanced perspective and outlook to fully appreciate the breadth of service delivery involved in a pediatric rehabilitation and chronic care organization.

### **EXPERIENCE**

- The ideal candidate will currently be a highly regarded chief executive who combines solid experience in facility/hospital management with substantial experience and involvement in community-based care delivery. Track records must display superb organizational abilities and process management skills, combined with team building skills and proven successes bringing together diverse groups/cultures to achieve a common purpose. Direct experience within the continuum of service; well versed in both community and government relations; a good networks of contacts among service providers. Prior experience in guiding and leading restructuring and/or merger initiatives will be a definite asset, as will exposure to rehabilitation and chronic services in a pediatric setting.

### **PHYSICAL AND ENVIRONMENTAL DEMANDS**

--

**AUTHORIZATION**

Immediate Supervisor	Date
Director	Date
Vice President	Date

**DISCLAIMER**

This job description represents only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of the jobholder may differ from those outlined in this job description. Other duties, as assigned, may become part of the job.