



WE'RE HIRING

Position: Executive Director
Duration: Permanent Fulltime (40 hrs / week)
Reports to: Board of Directors

Victim Services of Renfrew County provides immediate crisis response, intervention and prevention services which are responsive to the needs of individuals, families and communities affected by crime and sudden tragedies. Victim Services provides victims of any crime or tragedy with free, non-judgmental and confidential supportive services aimed at early intervention. We provide on-site or over the phone crisis intervention 24 hours a day, 7 days a week.

PRIMARY FUNCTION

To provide leadership, organizational planning & management, program planning & management, human resource planning & management, volunteer training, financial planning & management, clinical services – direct client work, statistical collation & reporting, community relations/advocacy and risk management:

REQUIRED QUALIFICATIONS

- Education level: Minimum Bachelor of Social Work or Business Administration
- Years of management experience: Minimum 5 years
- Years of non-profit & trauma work: 8 – 10 years
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff and volunteers, manage and develop high performance teams, set and achieve strategic objectives and manage a budget
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Outstanding presentation skills and the experience and proclivity to be an outgoing spokesperson, relationship builder and fundraiser
- Action-oriented, adaptable and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Ability to make decisions in a changing environment and anticipate future needs
- Idealism, integrity, positive attitude, mission-driven, and self-directed
- Passion for the Victim Services of Renfrew County mission

SKILLS & ABILITIES

- Excellent working knowledge of MS Office.
- Excellent communication skills and well developed problem-solving skills.
- Conflict resolution with ability to interact diplomatically, tactfully and confidentially.
- Well-developed organization and prioritization skills.

- Ability to work effectively as a member of a team and individually.
- Case management skills and ability to interpret and apply policies/procedures.
- Ability to provide culturally competent and trauma-informed support services.
- Preferred Language Skills: Fluent English – read, write, and speak
 Fluent French – read, write, and speak.

WORKING CONDITIONS

- 40 hours per week
- A valid Ontario’s driver’s license, insurance and a reliable vehicle is required to fulfill the requirements of this position.
- Mentally and physically able to perform all tasks assigned, including lifting and carrying equipment.
- Successful completion of a detailed criminal background check***
- All responsibilities will be performed in keeping with the trauma-informed philosophical framework set out in the Mandate and Mission of Victim Services of Renfrew County.
- This position exposes the incumbent to possible vicarious trauma that results from empathetic engagement with recently traumatized clients.

POSTING DETAILS

No phone calls please. Only eligible candidates will be contacted for an interview.

Application opening date: October 31, 2019

Deadline to apply by: November 18, 2019 at 4:00 p.m.

Successful applicant start date: December 2019

Interested applicants: Email your resume, cover letter, salary expectations to:

VSBoard@victimservicesrenfrewcounty.ca

*** All new offers of employment are subject to a Criminal Records Check satisfactory to the employer including a Level 4 Security Clearance. Prior to making an offer of employment to a candidate, references will be verified and must be acceptable to Victim Services. A comprehensive background check will include a police/criminal check, personal history evaluation, education check, license and insurance verification. Reference and background checks may not be limited to these and will be approved by the Agency. ***

Victim Services of Renfrew County values the diversity of the people and communities we serve and is committed to attracting, engaging and developing a diverse and inclusive workforce. Thank you for your interest.