

## BELIEVING, INSPIRING, ACHIEVING CAREER OPPORTUNITIES

### INTERNAL/EXTERNAL POSTING # 22-57

**POSITION:** Executive Director, Community Living York South

**REPORTS TO:** Board of Directors

**LOCATION:** 101 EDWARD AVENUE, RICHMOND HILL

**SALARY:** Will be discussed at time of interview.

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#### What We Do:

Community Living York South (CLYS) employs over 200 people. Over the last 68 years, we have provided exceptional supports and services to people who have an intellectual disability and their families in our communities in the southern Region of York.

CLYS has been a leader in the development of unique service models that empowers individuals and families to develop self-directed support models that encourage independence and belonging in the community.

We are a culturally diverse, heart-centered staff group with strong values of equity, respect and inclusiveness for all people. If these people centered values describe you as well, please check out our current job posting!

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*Empowering people with an intellectual disability  
to live, learn, work, and participate in their community.*

*Autonomisant des personnes ayant une déficience intellectuelle,  
avec des moyens de vivre, d'apprendre, de travailler et de participer à leur communauté.*

[www.communitylivingyorksouth.ca](http://www.communitylivingyorksouth.ca)

101 Edward Avenue  
Richmond Hill, ON L4C 5E5  
t. 905-884-9110 or 905-889-5239 f. 905-737-3284

Charitable #: 10822 6556 RR0001



## **Position Summary:**

The Board of Directors at Community Living York South (CLYS) is seeking a successful, values-based Executive Director to build upon the key accomplishments of CLYS and tackle the future challenges.

The Executive Director(ED) is responsible for the management and operations of CLYS in accordance with its Mission, Values, Vision and Strategic Plan. The Executive Director will continue to develop collaborative and strong relationships with internal and external stakeholders through a people centered strategic approach.

## **Duties and Responsibilities**

The Executive Director will be responsible for the following areas. The scope and complexities of responsibilities may change from time to time depending on Association's needs.

### **1. Board Support:**

- Assist the board with the orientation and training of board members
- Assist the board in the development of annual and long-term plans
- Support the board by providing timely information, assistance and advice to assist board discussion and decision-making
- Inform the board on all essential matters for sound policy, decision making and to prevent potential liability

### **2. Program Management:**

- Provide effective leadership and direction to senior management staff in the effective delivery of program supports and services; ensures that all service delivery is compliant with appropriate government regulation and legislation.

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- Develop strategic and annual work plans with the stakeholder's participation of senior staff members in consultation with board and committees; ensures that all service planning is consistent with the mission and strategic direction of the Association.

### **3. Financial Management:**

- Manage the effective application of Association's financial resources program and service delivery; ensures timely and accurate reporting to the finance committee and board.
- Direct the annual budgeting process with the participation of the senior management staff and in consultation with the Board's finance and administration committee

### **4. Community and Agency Relations:**

- Develop and maintain effective government and community relations including the Central East Region of the Ministry of Community and Social Services and the United Way of Greater Toronto.
- Participate and represent the Association on inter-agency planning groups within the York Region, Central East Region and Community Living Ontario (CLO)
- Maintain relationships with people supported and their families to ensure clear understanding of CLYS program, mission and vision.

### **5. Strategic Planning:**

- Leads the development of a strategic plan that conveys the organization's mission, vision, values and goals and objectives.
- Ensure an inclusive planning process and reach out to all internal and external stakeholders on a proactive basis

- Tracks the results and objectives and keeps the Board apprised about these matters

#### **6. Human Resources Management:**

- Oversee the development of a Human Resources Plan aligned to the strategic plan
- Set the tone and direction for a healthy, positive, collaborative and values-based work culture
- Ensure the organization has progressive and fair Human Resources policies and practices and is compliant with government legislation.

#### **7. Risk Management:**

- Incorporate risk management principles in all activities at CLYS and takes proactive measures to eliminate, reduce and minimize risk issues.

### **Position Qualifications**

- Ten years management experience in the developmental services field
- Degree in human services, social services, psychology, or other related field or equivalent education and experience
- Strong understanding of people focused accreditation tools
- Thorough knowledge of developmental services area and related government regulations
- Demonstrated leadership ability, able to lead teams with a collaborative approach
- Strong critical thinking skills – able to assess situations from a strategic point of view
- Experience in Board governance and working with a Board of Directors
- Excellent verbal and written communication skills
- Strong interpersonal and relationship building skills (to build and maintain positive relationships with all stakeholders), outgoing and personable, comfortable in public
- Innovative and creative in problem solving to maximize available resources

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- Strong conflict resolution, mediation and decision making skills
- Demonstrated ability to manage crisis situations

### **Key Competencies**

- Role model and values-based leader
- Strong leadership and management skills
- Able to lead and anticipate change
- Able to develop strategic alliances with stakeholders
- Financial acumen
- Able to develop, coach and mentor staff

**Start Date: February 2023**

Community Living York South is an equal opportunity employer. Community Living York South will provide, upon request, accommodation to the materials and processes used in the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards Regulation.

**Please Quote Job Position: “22-57 Executive Director”**

**Please send your letter of application and current resume through any of the following methods:**

**Mail: 101 Edward Avenue, Richmond Hill L4C 5E5**

**Fax: 905-737-3284 Email: [careers@communitylivingyorksouth.ca](mailto:careers@communitylivingyorksouth.ca)**

**Close Date: November 30, 2022**

We thank all interested applicants; however, we will only contact those who best meet the requisite skills, experience and qualifications.

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