



## **Executive Director Job Description**

**Job Title:** Executive Director

**Reports to:** Shoreline Board of Directors

### **Introduction:**

Shoreline Medical provides the Saanich Peninsula community with a range of primary health care and health promotion services, delivered by a team of health care professionals. Patients assigned to one of our physicians have wrap-around care with continuity between clinic, hospital and home-based care. We are committed to health education for both patients and health care professionals to improve healthcare and inspire health promotion.

The team based model encourages collaboration with our clinics and community allied health, which in turn provides better care for our patients plus the added benefit of allowing a work-life balance for our team of professionals.

### **Job Overview**

To champion the vision of Shoreline Medical Society and oversee implementation of the Strategic Priorities, as identified by the Shoreline Board of Directors, maintain relationships with external partners and stakeholders and to provide oversight and leadership to the internal operations team.

- Leader in maintaining healthy operating dynamics within the organization
- Skilled in negotiating partnerships with external healthcare organizations
- Work in collaboration with the Leadership Group to provide organizational oversight and implement strategic priorities
- Maintain fiscal responsibility for health of the organization
- Support the work of the Board and report on all aspects of society operations

### **General skills and abilities**

- Excellent organizational and leadership abilities
- Outstanding communication and people skills
- Strong verbal and written communications
- Effective decision making abilities /Strong critical thinker
- Knowledge of industry's legal rules and guidelines
- In depth knowledge of diverse business functions and principles
- Communications and community relations experience
- Experience in and willingness to undertake fundraising, as needed

### **General duties and expectations**

- Accountable and Responsible to provide leadership to the organization in ensuring that it is fulfilling its vision and purpose and meeting its goals and objectives as directed by the vision of the board of directors
- Accountable for administrative leadership to the clinic and working collaboratively with the Leadership Group
- Accountable for providing administrative support to the Finance Committee, ensuring there is sufficient financial management of the organization
- Accountable to oversee HR with respect to creation of retention, incentive and training programs for organization staff.
- Accountable and Responsible for external communications to the general public, stakeholders and partners
- Accountable for oversight of all external contracts including Island Health contracts (allied health, funding of PATS clinic), negotiations with contracted staff, writing of leases and subleases as required.
- Accountable and Responsible for the development of strong partnerships with health organizations to support furthering of the vision.
- Liaison for all external partners and funders, including Saanich Peninsula Hospital and Healthcare Foundation, South Island Division of Family Practice, Island Health, Ministry of Health
- Provide support to the Leadership Group in the recruitment and retention of family doctors and locums required to fulfill the vision of patient attachment and support of the community hospital

- Provide support to the Leadership Group in development of peer education opportunities with UBC School of Medicine and other health education providers in introducing medical education programs for students and residents.
- Accountable and Responsible for Society expansion and for ensuring quality improvement initiatives are undertaken by the Leadership Group
- Accountable for regular and comprehensive reports to the Board

### **Working Relationships**

Directly responsible to the board of directors as a whole. Work closely with the Medical Directors and internal executive leadership team to maintain society goals and mandates. Provide support to Medical Directors, Operation Director and Financial Officer as required.