



Position Profile: Executive Director

Reports to: Board of Directors

Child & Family Services Central Manitoba - Executive Director Position - Summary

The Executive Director position is an exciting and challenging leadership opportunity. As the leader of Child & Family Services Central Manitoba Inc. (CFS-CM), the Executive Director is accountable to the Board of Directors for the achievement of the desired outcomes for the Agency, as established by the Board. The Executive Director of CFS-CM, an autonomous, non-profit organization, is responsible to deliver services that provide the best outcomes to the children and families of central Manitoba, within the funding allotment provided by the General Child and Family Services Authority.

Primary Responsibilities

- Achieve positive outcomes for children and families within the General Child and Family Services Authority funding allotment
- Lead the Agency towards achieving best outcomes for children and families
- Account to the board on progress towards achieving positive outcomes for children and families within the General Child and Family Services Authority funding allotment

Qualifications

- Masters of Social Work, Bachelor of Social Work or actively registered through the Manitoba College of Social Workers
- Knowledge of Policy Governance board structures and functions
- Experience working with a Board of Directors an asset
- 5-7 years of experience in child and family services, including senior administration experience
- Valid driver's license with the flexibility to travel as required
- Successful completion of a Criminal Record Check, Child Abuse Registry Check, Prior Contact Check and Driver's Abstract

Characteristics

- Visionary leader grounded in researched-based child and family services practices
- Passion for thriving children and families
- Ability to lead and manage change

CFS-CM exists so that CHILDREN ARE SAFE AND WELL. Children are safe within a family; Families are able to meet the needs of children; Families are supported by their communities; and CFS-CM is a caring, competent, culturally respectful Agency.

Community Programs and Services

Protection Services; Family Engagement Services; Designated Intake Services (D.I.A.); Portage Family Resource Centre; Adoption and Placement Services; Support after age of majority, Central Region Parent Child Coalition, Central Station (Winkler), CommUNITY Support Team (Altona); Caring Dads

Innovative Practices and Models

Safe and Together Domestic Violence Model; Caring Dads; 3-5-7 Model; General Child and Family Services Authority Practice Model, Support Networks, Safety Network Facilitation; Family Finding

Numbers (2020-21)

Employees: 48
Operating Budget: \$8,000,000
Population in the region: 104,000, including 29,000 children

- Resilience and the ability to respond to challenge in a professional, inclusive and constructive manner

Skills and Experience

- Proven leadership skills with a commitment to create, support and sustain a diverse environment that enables staff to achieve results and to develop and build organizational capacity for the future
- Strong verbal and written communication skills with experience managing complex, high-level internal and external stakeholder relationships
- Experience and skills to deal with ambiguity, leverage opportunities for innovation, find creative solutions to issues, and successfully manage change
- Strong administrative skills demonstrated by a career path of increasing and varied responsibilities.
- Experience in senior management with responsibilities for human and financial resources
- Experience translating strategic priorities into clear operational plans and delivering results
- Experience that demonstrates excellent political acumen providing strategic advice to senior leaders on complex topics and sensitive issues
- Experience providing leadership and direction in the design and implementation of legislation, policies and programs

CFS-CM Executive Director Position - Profile

1. Client Services

- Together with staff, develop, implement, and report on a comprehensive, detailed agency operational plan to achieve the ultimate outcome that children in the Central Region are safe and well
- Lead the continuous enhancement and evolution of social work practices for improving outcomes for vulnerable children, families and communities
- Ensure that social work practices are consistent with the administration of the child and family services legislation and provincial service standards
- Develop and direct ongoing assessment and evaluation of Agency programs and services and use the data to:
 - report on the results for families and children
 - direct the actions of the Agency staff in the delivery of programs and services
 - support the continuous enhancement and evolution of services
 - inform the future planning for programs and services
- Provide the final agency appeal in the Service Appeal Process
- Ensure the agency has the capacity to fulfill its mission and goals



2. Staff Engagement

- Establish strong human resource practices that ensure highly qualified staff are recruited and retained, and performance expectations are clearly defined
- Establish professional development processes and opportunities to ensure all staff have the appropriate competencies to effectively deliver the services required in their positions
- Establish a learning culture within the Agency, including ongoing assessment and evaluation processes to support continuous staff growth and development
- Negotiate Collective Agreements with the board and ensure fair and equitable administration of Collective Agreements
- Ensure fair and equitable administration of personnel policies which are reviewed and updated as appropriate
- Recruit, hire, discipline and terminate staff
- Develop and sustain an organizational culture and structures that enables staff to provide quality client-centred programs and services.
- Work with the management team to create and maintain an organizational climate where staff feel valued, certain of their purpose, and able to carry it out

3. Financial Operations

- Provide services to children and families within the financial allotment of the funding organization (the General Child and Family Services Authority)
- Implement financial policies and processes in accordance with policies established by the Board and generally accepted accounting practices
- Manage the preparation of statistical information and descriptive data for submissions as required
- Prepare an annual business plan for the Agency

4. Board Engagement

- Attend all Board and committee meetings as appropriate, and ensure secretarial requirements of the Board of Directors are met
- Inform the Board about the Agency's progress toward its mandate and stated outcomes for children and families



- Meet Board financial reporting obligations including:
 - Present an annual budget proposal to the Board of Directors to meet the agency mandate and organizational goals
 - Provide a full financial statement quarterly
 - Support Board members' financial literacy

- Develop and implement an effective, timely, and comprehensive process of reporting progress, results and outcomes specific to the Agency outcomes (Ends) to the Board of Directors, staff, funders and the community

- Work with the Board Chair to identify key issues for Board deliberations and develop agendas and materials for Board meetings

- Provide leadership to the Board in child and family services issues, developments, and possible future directions

- Develop and present for input, discussion and decision-making, comprehensive, evidence-based plans for changes in board direction

- Develop and present for information and discussion, comprehensive, evidence-based plans for changes in program and service delivery, including physical assets

- Ensure formal written documentation including monitoring reports, background information and briefing materials are prepared and presented to the Board of Directors to:
 - support decisions
 - inform the development of board policy
 - inform board direction
 - ensure the Board is appropriately informed of progress towards Agency outcomes (Ends)
 - ensure the Executive Director is operating within the specified parameters of board policy (Executive Limitations)

- Engage with the board in ongoing education and implementation of Policy Governance

- Develop and maintain a productive working relationship with the Board

5. Community Engagement

- Together with the board, engage in ongoing connection with communities, to promote the Agency, its role, gather community input, and keep the community informed of the goals and work of the Agency (Ownership Linkage)

- Maintain and support the agency's formal and informal partnerships with other organizations engaged with children and families in the Central region

- Maintain direct involvement with community mobilization teams in the Central Region, both to build community relationships and promote the work of the Agency with children and families



- Include the development and implementation of a comprehensive community communications plan, including tools, such as the website, social media and audiovisual and printed material in the overall Agency planning document

6. Leadership

- Monitor the performance of the organization to ensure adherence to Board direction and policies, established budgets and performance expectations

- Ensure the development, implementation, and monitoring of an effective organizational structure that supports short and long-term workforce development, and succession planning

- Lead the development and delivery of the organizational, operational, financial and community communication plans

- Guide, mentor and coach the senior leadership team to ensure excellence in the achievement of identified outcomes

- Constantly seek to improve your own leadership, the organization and the delivery of services

- Recognize and celebrate achievement along the way

- As the senior leader of the organization, provide a vision that inspires staff to achieve the Agency's mission and goals

Child & Family Services Central Manitoba Inc. - Organization Profile

Child & Family Services Central Manitoba (CFS-CM) exists so that CHILDREN are SAFE and WELL. The Board of Directors governs and the Agency strives to ensure that children are safe within a family, families are able to meet the needs of children, and families are supported by their community.

Child & Family Services Central Manitoba (CFS-CM) is a non-profit organization that strives to provide the best services to families and children through a collaborative, family centred, culturally safe, strength-based approach in partnership with communities to support and empower families and ensure the well being of children.

CFS-CM has been in existence since 1934 and is governed by a Board of Directors. It is mandated under the General Child and Family Services Authority of the Province of Manitoba to provide services to the children and families of central Manitoba as regulated by the Child and Family Services Authorities Act, the Child and Family Services Act and the Adoption Act of Manitoba. CFS-CM works with CFS Agencies mandated by the Indigenous CFS authorities and provides services in the off-reserve geographic area of central Manitoba. CFS-CM is one of three private agencies under the General Child and Family Services Authority of Manitoba.



The guiding principles of CSF-CM are **Healthy Children, Healthy Families, Healthy Communities.**

CFS-CM is committed to the values of:

- **Safe & Secure Children & Youth**
- **Family/Child Centred**
- **Transparency & Accountability**
- **Inclusivity & Accessibility**
- **Innovation and Fiscal Responsibility**

CFS-CM is located within Treaty 1 territory, the traditional territory of the Anishinaabeg, Cree, Oji-Cree, Dakota and Dene Peoples, and the homeland of the Metis Nation. CFS-CM encompasses a large geographic area of central Manitoba.

Within these boundaries the communities served are primarily agriculturally based and are home to a culturally diverse population of Manitobans. The population of CFS-CM catchment area is approximately 104,000 people, including 29,000 children.

The head office of CFS-CM is located in the city of Portage la Prairie with a southern office located in Winkler.

