



<b>JOB DESCRIPTION NUMBER:</b> E-195-001
<b>ISSUING AUTHORITY:</b> Administration
<b>ISSUE DATE:</b> August 2018
<b>REVISION DATE:</b> April 2021

Incumbent Name	
Position Title	Chief Executive Officer
Classification	Chief Executive Officer
Employee Group	Non-Union
Department/Service/Program	Eden Health Care Services
Approved By	EHCS Board of Directors
Reports To	EHCS Board of Directors
Hours of Work	1.0 FTE 2080 Hours Annually
Designated Bilingual	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Position Summary**

The Chief Executive Officer (CEO) of Eden Health Care Services (Eden) promotes and models the vision, mission and values of Eden in the administration, direction, efficient coordination and effective operation of all aspects of the organization including: Eden Clinical Services (Eden Mental Health Centre and Pathways Community Mental Health program), Eden Housing and Supports, Recovery of Hope, and Segue Career Options. The CEO is appointed by, and reports to, the Eden Board of Directors and is directly responsible to the Eden Executive Committee.

**Qualifications**

- An understanding and affirmation of Anabaptist faith and beliefs and espouses Christian values,
- Bachelor’s degree in a regulated health profession, or related field, from an accredited university,
- Master’s degree or equivalent training preferred, and
- Health care management or leadership certification would be an asset.

**Skills, Knowledge and Experience**

- Experience in governance, stakeholder engagement and government relations,
- Minimum five years experience at an executive management level,
- Minimum two years experience working in mental health or relevant field,
- Experience in financial management and business administration,
- Demonstrated knowledge of strategic planning, quality improvement, risk management and accreditation,
- General knowledge of human resource policies and practices including unionized and non-unionized environments,
- Knowledge of relevant acts, regulations, legislations, and inquests including Mental Health Act, Personal Health Information Act, Freedom of Information and Protection of Privacy Act, Protection for Persons in Care, Workplace Safety and Health Act and Emergency Preparedness,
- Comprehensive knowledge of current theory, practice, and research in mental health including an understanding of recovery-oriented programs and services,
- Awareness of national and provincial mental health strategies and implications for program development,
- Strong interpersonal, networking, communication and leadership skills,
- Strong problem solving and decision-making skills, and
- Ability to meet physical and mental demands of the job including dealing with a high degree of stress, conflict resolution, crisis intervention, irregular work hours and after hour calls.

## Responsibilities

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### Leadership

- Provide visionary leadership that inspires the highest levels of performance in the delivery of health care, business and operational administration.

### Management

- Maintain an organized system of management and controls that ensure smooth function of programs and services, timely accomplishment of goals, and physical, financial and human resource viability and success, and
- Ensure legal, regulatory, collective agreement and accreditation compliance and represent the organization in relationships with municipal, provincial and national agencies.

### Board Relations

- Manage the functions of the programs and services in accordance with the shared covenant agreement and direction set by the Board of Directors,
- Advise the Board of Directors on matters that influence and impact the organization's performance,
- Assist with board activities including strategic planning, recruiting, orientation, supporting, education, reporting, among other items,
- Attend Full Board, Executive Committee and Annual General Meetings, and
- Attend Program Boards at minimum once per year and function as an ex officio member of (Recovery of Hope (ROH), Segue Career Options, Eden Clinical Services Board (ECSB), Eden Residential Services Board (ERSC).

### Quality and Safety

- Ensure best practice, evidence-based approaches to consistently deliver exceptional, well-coordinated and integrated care that delivers high level outcomes and satisfaction,
- Participate in Accreditation process including completing quality improvement initiatives, developing policies, procedures, and processes, and ensuring compliance with all standards and required organizational practices,
- Monitor key performance indicators through dashboards and report quarterly at Program Directors' Meetings, and
- Ensure compliance with the relevant acts, regulations, legislations, and inquest recommendations including the Mental Health Act, Personal Health Information Act, Freedom of Information and Protection of Privacy Act, Protection for Persons in Care, Workplace Safety and Health Act and Emergency Preparedness.

### Financial Performance

- Approve spending up to the limit set by the board when spending is within the approved budget limits. When outside the budget, seek approval from the Executive Committee,
- Prepare budgets with the Director of Finance, Audit and Compliance and the Program Director. Review Eden Health Care Services' budget with the Executive Committee for final approval,
- Apply for grants to both the Eden Foundation and other granting agencies, and
- Review Eden Foundation grant requests and process them through the Executive Committee. The Executive Committee makes the final decision on which grants will go forward to the Eden Foundation for final approval.

**Government and Community Relations**

- Develop and cultivate positive, engaged relationships with government departments, owners and constituencies for needs identification, program definition and effectiveness review and support,
- Foster strong community relations and develop collaborative partnerships that advance the interests of the organization and contribute to the health and well-being of the community and population served, and
- Manage media communications and delegate to Program Directors where appropriate.

**The above noted responsibilities reflect the core functions of the position. Related duties and responsibilities may be modified as necessary to the operation of the department.**

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Incumbent Signature

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Date

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Board of Director Signature

\_\_\_\_\_  
Date