

# Huron House

## Executive Director Profile



## **ABOUT SARNIA ONTARIO**

Situated on the shores of Lake Huron at the mouth of the St. Clair River, Sarnia boasts stunning sky-blue waters and picturesque waterfront parks. This border city, home to over 72,000 residents, combines a high quality of life with affordable living. It features excellent schools, cutting-edge healthcare facilities, a vibrant arts and culture scene, and outstanding recreational and leisure services.

## **ABOUT HURON HOUSE**

Since 1970, The Huron House Boys' Home (Huron House) has provided a supportive environment and brighter future for at-risk adolescents. It has a proven program where residents receive treatment and counseling to acquire essential life skills for future success. Huron House thrives through robust community and government support, offering a safe and structured setting where youth can make positive life changes. As a leader in adolescent care, we design, develop, and deliver specialized programs and services that address the complex needs of our residents, helping them become contributing members of society.

Located on 10 acres near Lake Huron in Bright's Grove, Ontario, our facility can accommodate up to 28 youth aged 12 to 18, though we receive funding for just six. The typical stay ranges from 3 to 6 months, though it can be longer, depending on individual needs. The duration and treatment plans are collaboratively determined by the youth, their caregivers, family and their advocates.

## **INTRODUCTION OF OPPORTUNITY**

The Executive Director will guide Huron House into the future, ensuring a sustainable and impactful presence in the community. The ideal candidate will manage all aspects of the full-time live-in treatment center's operations, leading a dedicated team, and collaborating with other social service agencies. They will also play a crucial role in advocating for community and government support to continue providing exceptional care and support for at-risk adolescent youth.





## **PRIORITIES OF THE EXECUTIVE DIRECTOR**

The board has endorsed the following priorities for the next leader:

### **VISIONARY LEADERSHIP**

- Foster a collaborative and empowering work environment that strengthens relationships with all employees.
- Strategically delegate program responsibilities, aligning them with each employee's unique qualifications, experience, and talents.
- Cultivate a culture of continuous learning by developing and maintaining a comprehensive staff training and development system.
- Lead performance management processes and employee rewards that reflect both individual contributions and organizational policies.

### **STRATEGIC EXECUTION**

- Formulate and execute both short-term and long-term strategic plans to drive organizational success.
- Design and maintain comprehensive electronic databases to efficiently manage key metrics, including staff, volunteers, clients, facilities, fundraising, and outcome measurements.
- Stay informed on emerging trends, legislation, and policy developments in the social services sector to ensure organizational alignment and responsiveness.
- Develop and conduct informative orientation and briefing sessions for the Board of Directors to enhance their understanding and engagement with the organization's mission and operations.

### **PROGRAM OVERSIGHT**

- Maintain a safe and structured environment for the residents that aligns with the agency's mandate and legislative requirements.
- Oversee the admission and discharge process for new residents, ensuring seamless integration into the program, providing a safe, progressive environment to manage the complex mental health needs of our youth.
- Oversee the criteria of caregiver and family involvement and collaborating with organizations regarding transitional, clinical and program support.
- Ensure that all employees consistently follow the agency's philosophy, vision, mandate, policies, procedures, and relevant government legislation or directives.
- Review and approve all program modifications, keeping the Operating Board of Directors informed as needed.
- Oversight and agency policy alignment of all collective agreements policies, procedures, terms and negotiations between the Employer and the Union in collaboration with the Operating Board of Directors.

- Manage the contracts for a Psychiatrist, Psychotherapist and Masters-level counsellors who provide daily and weekly sessions with the youth.

## **EXTERNAL RELATIONS AND ADVOCACY**

- Develop sustain collaborative relationships with relevant agencies and their executive directors to enhance program effectiveness and resource sharing.
- Work cooperatively with the Ministry, funding bodies, and other governmental agencies to secure support and alignment with the agency's objectives.
- Maintain a positive community image for Huron House through proactive public relations and effective communication strategies.
- Develop and maintain an up-to-date list of key media contacts, planning regular media exposure and outreach for the agency.
- Prepare and distribute informative materials such as pamphlets, brochures, and reports to enhance public understanding and support.
- Serve as the primary spokesperson, conducting public speaking engagements and communicating with the media on behalf of the agency and its Board of Directors

## **ORGANIZATIONAL EFFECTIVENESS**

- Provide leadership and fiscal management of a live-in treatment center for at-risk adolescents, ensuring a safe, caring, and unionized environment.
- Advocate for and foster collaborative relationships with social service agencies, governmental bodies, the community, and the Huron House Foundation Board of Directors.
- Safeguard the long-term viability and sustainability of Huron House.

## **FINANCIAL PERFORMANCE AND SUSTAINABILITY**

- Coordinate all fundraising activities for Huron House Foundation, maintaining accurate donor records and recognizing volunteers, donors, and the public as valuable partners.
- Ensure regular and timely applications to all available funding sources, including grants.
- Develop and adhere to annual budgets aligned with Ministry requirements and Operating Board directives, monitoring budget allocations to prevent overspending.
- Operate within the approved budget, adhering to policies on financial limitations and restrictions, and comply with generally accepted accounting practices.
- Prepare and distribute monthly financial statements to both Boards of Directors and provide recommendations for fund and investment management.
- Maintain an up-to-date investment policy and strategy, ensuring alignment with the agency's short-term and long-term financial goals.

## OPERATING & FOUNDATION BOARDS ENGAGEMENT

- Design focused and relevant board meeting agendas in consultation with the President and follow up/through on all resulting actions.
- Partner with the Boards to establish a strategic plan that supports the agreed upon vision, yet enables the organization to easily adapt to change as necessary.
- Provide all necessary supporting documentation to the Board of Directors, facilitating informed discussion and decision-making processes.
- Establish ad-hoc committees as necessary and furnish follow-up materials to the Board stemming from committee meetings.
- Serve as a resource to the Boards, offering guidance and expertise as required.
- Act on behalf of and in accordance with directives from the Boards, ensuring effective governance and operational oversight.

## KEY QUALIFICATIONS AND COMPETENCIES

- **Education:** Master's degree, preferably in Social Services, from an accredited university.
- **Executive Leadership:** Minimum of five years' experience as an Executive Director or in a senior management role, demonstrating strategic leadership and decision-making capabilities.
- **Board Relations:** Experience working effectively with a not-for-profit volunteer Board of Directors, understanding governance and collaboration dynamics.
- **Community Understanding:** A clear understanding of the agency's role and significance within the community, with a commitment to its mission and goals.
- **Communication Skills:** Outstanding verbal and written communication skills, including the ability to speak effectively in public forums.
- **Adolescent Focus:** An appreciation and keen interest in working with adolescents, coupled with an understanding of their developmental needs.
- **Staff Management:** Ability to motivate and manage staff in a unionized setting, fostering a positive and productive work environment.
- **Volunteer Management:** Competence in managing and nurturing a large volunteer base, ensuring their engagement and support.
- **Regulatory Knowledge:** Working knowledge of relevant legislation, policies, and regulations governing the agency's operations.
- **Organizational Skills:** Excellent time management and organizational skills, essential for managing multiple priorities and deadlines effectively.
- **Conflict Resolution:** Proficiency in conflict resolution and mediation, with the ability to handle challenging situations diplomatically and tactfully.
- **Crisis Management:** Understanding the dynamics of youth and families in crisis, with the ability to respond appropriately and supportively.
- **Personal Attributes:** Demonstrates common sense, patience, tact, diplomacy, and tolerance in interactions and decision-making processes.

- **Financial Acumen:** Knowledge of budgeting and accounting practices to ensure fiscal responsibility and accountability.
- **Technical Proficiency:** Advanced proficiency in Microsoft Office applications and database management, supporting efficient administrative operations.
- **Preferences toward:**
  - candidates with a working knowledge of the Children's Mental Health Sector.
  - candidates with prior experience in environments working directly with adolescents or in live-in treatment settings.

## **HURON HOUSE MISSION, VISION, AND BELIEFS**

### **Mission**

We provide opportunities for adolescent boys to make positive changes in their lives in a safe and structured environment by developing programming and services to meet their complex needs.

### **Vision**

As a leader in the field of adolescent care, we will provide every youth the opportunity to become a contributing member of the community through the designing, developing and delivering of targeted programs and services.

### **Beliefs**

- We believe that every boy is worthy and can be helped.
- We believe that every boy has a role to play in changing his own life.
- We believe that our employees are our most valued resource.
- We value our volunteers.
- We believe that the family unit should be the most reliable, stable and nurturing force in the life of every boy.
- We believe that Huron House must play a significant role within the social fabric of the community.

## **COMPENSATION, BENEFITS AND OTHER JOB SPECIFICS**

- Salary Range is \$90k - \$110k.
- Matching RRSP Plan
- Health and dental plan; sick leave plan; short- and long-term disability plan
- Onsite office (flexibility and hybrid when required for role).
- Flexible hours of work including evenings and weekends as required.
- A valid driver's license and reliable vehicle are required.
- Current, satisfactory vulnerable sector police check (or CPIC).
- Up-to-date immunizations and records.

## **PROCESS OF CANDIDACY**

Ahria Consulting is pleased to partner with the Huron House search committee and Board of Directors on this critical search. If you believe that you have the skills, experience, and desire to serve Huron House in this capacity, we want to hear from you! **Please send your cover letter and resume in a single document to [recruiting@ahria.ca](mailto:recruiting@ahria.ca).** We look forward to hearing from you.

If you have additional questions about this role, please contact:

**James Coolidge, Senior Director**

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**Ahria Consulting**

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All applications are appreciated, reviewed, and will be responded to. Huron House is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.