

JOB OPPORTUNITY

NEW BRUNSWICK ASSOCIATION OF NURSING HOMES INC

The New Brunswick Association of Nursing Homes (Association) is seeking a Chief Executive Officer (CEO) to lead and manage a dynamic organization that represents all 71 licensed nursing homes in the Province of New Brunswick. The CEO reports to a Board of Directors and is responsible for advocating on behalf of nursing homes in the Province of New Brunswick. If you are an experienced leader with an understanding of the long-term care sector and have a financial background this is an opportunity for you to lead.

The Association is a not-for-profit based organization that plays an important role in advocating for a sector that looks after a very vulnerable segment of our society. Our residents, who built our society, deserve to live in dignity.

General Accountability:

The CEO reports to the Board of Directors and has overall managerial responsibility for the organization, providing leadership and direction to staff while fostering a respectful workplace environment. The successful candidate will oversee the delivery of quality programs that align with the vision, mission and values of the organization. The CEO is accountable for directing the affairs of the organization in conformity with Provincial legislation, regulations as well as the policies and direction of the Board of Directors.

Key Accountabilities:

- 1) In conjunction with the Board of Directors, develops the vision and strategic plan of the organization elevating the concerns of the entire nursing home sector to reflect the importance of long-term care in the province. Operationalize and execute the strategic plan with the support and collaboration of the President and Board of Directors, in addition to developing policies and position statements to the Board for approval.
- 2) Attends meetings with the Board of Directors and relevant committees in order to provide relevant information and sound advice with an effective linkage between the will of the Board and activities of the organization. Provide the President and Board of Directors with periodic reports on the operations of the organization and informing the Board of any pressing issues that arise.
- 3) Leads and supports senior managers of nursing homes in the development and delivery of quality programs reflecting Board strategic directions, to effectively align operations with the mandate and the evolving requirements of member organizations.
- 4) Monitors the activities of the organization to ensure management and financial practices are in place and appropriate risk management policies, strategies and contingency plans are effectively employed.

- 5) Champions the creation and maintenance of an organizational climate that fosters individual excellence and collective commitment to the mandate and operation of the organization and ensures a high degree of employee performance and satisfaction.
- 6) With the Board, identify, construct and implement an advocacy strategy with respect to the needs of the nursing home sector.
- 7) Directs and manages the organization's financial and budget activities, reviews grants and applications for funding, reviews and approves program budgets from Directors. Ensures that an effective internal audit function is established and that appropriate reviews of the organization's activities are conducted to ensure proper use of resources in the conduct of operations.
- 8) Directs human resources activities, including the approval of human resource plans, structure of the organization, staffing activities, development of HR policies and processes, compensation plans, and establishment of appropriate succession plans.
- 9) Manages the administration of legal counsel and provides instruction to in-house counsel with respect to legal issues within the sector. Retains outside counsel when it is appropriate. Ensures that all decisions are in accordance with legislation and regulations.
- 10) Promotes and enhances the credibility and image of the Association and its member homes. Communication to internal and external bodies with respect to promotion of the essence of long-term care.
- 11) Establishes and maintains effective working relationships with member organizations and others to support the achievement of the organization's mandate.
- 12) Engages in continuing learning to develop professionally, keep abreast of new technology, and to ensure compliance with regulatory requirements.
- 13) Acts as the media relations coordinator for the sector and speaks on behalf of the Association with local, provincial and national media outlets.
- 14) Manages social media on behalf of the Association.

Qualifications and Educational Requirements

- Master's degree in Business Administration, Commerce, Health Management, or related field is preferred, however, consideration will be given to those with a bachelor's degree

and related experience. Professional designations will be considered in lieu of a master's degree.

- Minimum of ten years management experience.
- Minimum of three years' experience in financial management, budget management and budget planning and execution, financial statements etc.
- Bilingualism is essential (Advanced Plus)

Knowledge and Technical Skills

- Comprehensive knowledge of the long-term care sector;
- Ability to speak publicly;
- Ability to understand and revise by-laws;
- Comprehensive knowledge of the Nursing Home Act and other related legislation;
- Comprehensive knowledge of employment and labour law;
- Demonstrated proficiency in Human Resource management;
- Knowledge of financial management principles;
- An understanding of interest based conflict management principles;
- Proficient in the use of computer business programs such as excel, word and internal software.
- Strong communication skills.
- Conversant with media relations and ability to act as the spokesperson for the Association

Key Competencies

- Leadership
- Advocacy
- Strategic Planning
- Relationship building
- Impact and Influence
- Revenue stream knowledge
- Business acumen
- Integrity
- Interpersonal communication skills
- Innovative thinker
- Passion for long term care

Hours of Work

Standard 40-hour workweek. May be required to work additional hours such as weekends, evenings and holidays if situations warrant. Local, provincial and possible national travel may be required.

Salary

Commensurate with qualifications and experience.

We thank all who apply for this position but will only respond to those selected for an interview. The Association is an equal opportunity employer and values diversity in the workplace. Feel free to contact us if you require alternative arrangements to submit your application. Candidates with a disability requiring accommodation during the interview process should advise.

The successful candidate must be able to live in Fredericton, NB.

If you meet the required qualifications and are interested in the position, please submit your resume and covering letter to admin@nbanh.com by application deadline of the February 11th, 2022.

All employment is conditional upon meeting the qualifications of the job and obtaining a satisfactory background check, including employment references and criminal record checks (for which a pardon has not been granted).