



JOB TITLE: Executive Director

DATE PREPARED: January 28, 2020

ORGANIZATION: Regional Geriatric Programs of Ontario (RGPO), Provincial Geriatric Leadership Office

LOCATION: Provincial

KEY FUNCTION:

As the chief representative of the RGPO, the Executive Director will provide high quality, evidence-based, patient-focused, and fiscally responsible leadership to the Provincial Geriatric Leadership office (PGLO) and partners to advance the current RGPO strategic directions, the PGLO deliverables and other appropriate Ministry priorities related to the care of frail older adults and their caregivers in Ontario.

REPORTING:

Under the general direction of the PGLO Steering committee

DUTIES:

The Executive Director will:

1. ***Lead and manage the implementation of the strategic plan*** and fulfill the requirements of the provincial office including, but not limited to:
 - Developing, monitoring and evaluating an implementation plan related to deliverables;
 - Liaising with network members to support and advance deliverables such as:
 - The Geriatric Caregiver Education Project
 - The Inter-Professional Comprehensive Geriatric Assessment Competency Framework
 - The Senior Friendly Care Framework
 - Provincial indicators reflective of the patient care experience
 - Leading the PGLO communication strategy in collaboration with the Steering Committee;
 - Identify strategic opportunities to advance priorities;
 - Supporting the development of new RGP's/SGS;
 - In collaboration with the Ministry, refining current asset maps of specialized geriatric services to support capacity planning;

- Promoting the alignment of geriatric care with best practices/leading practices/evidence informed practices across Ontario;
 - Working with key stakeholders to guide the development of Specialized Geriatric Services (SGS) delivery models (inclusive of geriatric medicine, geriatric mental health, care of the elderly primary care, and interprofessional teams) locally and provincially.
2. **Advance the role of SGS** in the care of frail older adults and their caregivers in Ontario by:
- Liaising with all levels of government and Ontario Health Teams to increase the capacity of the delivery of the programs and services being offered by Specialized Geriatric Services;
 - Collaborating with internal and external stakeholders/organizations/community groups to achieve program objectives, and foster partnerships across the continuum of service delivery;
 - Representing RGPO at meetings, as appropriate.
3. **Oversee the operations of the provincial PGLO office:**
- Managing the financial, human and physical resources of the program in accordance with the annual operational plan;
 - Recruiting and managing employees;
 - Preparing and monitoring the annual budget and associated expenditures;
 - Creating legal, contractual, and service agreements for the PGLO office;
 - Preparing and executing an annual operational plan that includes goals, expected service/ performance outputs, resources required, and measures to assess the program's performance against the goals;
 - Completing required accountability and performance reports.
4. **Manage the work required to support the PGLO Steering Committee**, including:
- Coordinating meetings;
 - Developing meeting materials;
 - Communicating with members.
 - Advising on and co-developing plans for the PGLO
5. Perform **other duties** as required.

QUALIFICATIONS

EDUCATION AND TRAINING:

1. Minimum of a four (4) year Bachelor's Degree in a health related field, from an accredited university.
2. Master's Degree in Health Administration, Business Administration, Public Health Policy, or equivalent, from an accredited university is required.

EXPERIENCE:

1. Minimum of five (5) years' experience working in a leadership/management role or senior clinical position.
2. Training or experience with financial management and budget development.
3. Experience providing leadership to one of the provincial networks/associations

KNOWLEDGE & SKILLS:

1. Demonstrated leadership in system development, planning and implementation, and change management.
2. Demonstrated knowledge of best practices within seniors' care, including knowledge of social gerontology and specialized geriatric services.
3. Knowledge of relevant legislation and system needs.
4. Evidence of building successful partnerships with key stakeholders.
5. Demonstrated ability to prepare business plans, strategic plans, and budgets.
6. Demonstrated ability to manage conflict; mediate disputes and assist with reaching consensus.
7. Demonstrated ability to balance conflicting demands from stakeholders and respond to emerging opportunities and risks.
8. Demonstrated ability to lead and facilitate large groups and communities.
9. Demonstrated ability to align systems to facilitate better service for frail older adults and their caregivers.
10. Proven success in project management,
11. Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement
12. Demonstrated strategic and systems thinking
13. Proficiency in Microsoft Office software, e.g. Word, Excel, Power Point and Outlook.
14. Demonstrated superior interpersonal and communication skills, both written and verbal.

PERSONAL SUITABILITY:

1. Valid driver's license with access to reliable vehicle.
2. Demonstrated commitment to ongoing professional development.
3. Demonstrated professionalism in dealing with confidential and sensitive issues.
4. Demonstrated positive work record and excellent attendance record.
5. Ability to meet the physical and sensory demands of the job.
6. Ability to travel across the province
7. Proximity to the Greater Toronto or surrounding areas to support key provincial/ministerial engagement in Toronto as required.

APPLYING

Please submit a covering letter and CV by **February 21, 2020** to **Valerie Scarfone**, Director North East Specialized Geriatric Centre and Interim Co-Executive Director, Regional Geriatric Programs of Ontario, Provincial Leadership Office

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