

Lumby and District Health Services Society

'together we can make a difference'

Job Title:	Executive Director	Job Category:	Clerical
Location:	Lumby & District Health Society	Travel Required:	No
Address:	2135 Norris Avenue Lumby, BC VOE 2G0	Position Type:	Part-time
Level/Salary Range:	\$26.50	HR Contact:	Board Of Directors
Job Description			

Job Purpose:

The Executive Director is responsible for managing day-to-day operations, accounting, administrative and personnel as established by Lumby & District Health Services Society. Executive Director reports to the Board of Directors of the Lumby & District Health Services Society.

Duties:

- Assist Society to establish short- and long-term goals and develop objectives, strategies, and procedures and the required infrastructure to achieve them.
- Initiate and identify, health needs, research, and market for health program development.
- Fulfil contract requirements and meet deadlines.
- Write funding proposals.
- Assist with preparation of employment and funding contract.
- Secure and maintain insurance coverages.
- Monitoring finances and assists with setting budgets.
- Ensure proper procedures are in place for safeguarding all Society's funds.
- Financial requirements met by submitting information for budgets and monitoring expenses.
- Support, monitor and evaluate staff to ensure the job description, contract requirements, and Society's goals and objectives are being met.
- Assist with Fundraising activities.
- Review and implement the Strategic plan as directed by the Board of Directors.
- Supervise and manage Digital Imaging services to meet accreditation standards.
- Assist Laboratory Services with weekly blood collections.
- Review of ongoing programs, projects, and services under the responsibility of the Lumby & District Health Services Society.
- Assist with planning and implementing changes for improving service delivery.
- Write reports, attend meetings and assist with the preparation and or delivery of presentations as required.
- Review and update Lumby and District Health Service Society's Policy and Procedures in consultation with the Board of Directors.
- Manage the filing, storage and security of documents.
- Facilitate repair and maintenance of computer and office equipment.
- Administer employee files and records in order to ensure accurate payment to employees and Revenue Canada.

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- Assist with purchasing of supplies and equipment.
- Coordinate and facilitate meetings as required.

Skills/Qualifications:

- Good verbal and written communications skills
- Leadership skills, Time Management and Decision making
- Supervisory Skills
- Good Interpersonal, Public Relations, and Marketing Programs Skills
- Computer skills including proficiency in Microsoft Word, Excel and Outlook
- Accounting computerized accounting program "Sage Accounting".

Reviewed By:

Approved By:

Last Updated By:

Date:

2022-04-05