



# Vancouver Aboriginal Health Society

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## EXECUTIVE DIRECTOR, VANCOUVER ABORIGINAL HEALTH SOCIETY

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Vancouver Aboriginal Health Society (VAHS) is a proud not-for-profit organization that has been located in the Downtown Eastside (DTES) community for over 30 years. Our services are designed by and for urban Indigenous people to improve and promote physical, mental, emotional, and spiritual wellness. Indigenous culture is at the foundation of our approach to health and well-being. VAHS programs include a cultural team of Elders, Traditional Healers, and Knowledge Keepers; a comprehensive Primary Care Clinic; a Dental Clinic with by-donation services; and Indigenous Early Years programs for children and families.

VAHS is a safe and community driven environment characterized by a culture of caring. This is an organization that is free from judgement and works to restore and reactivate the well-being of our clients. For more information on the organization, please see: [Be • Connect • Root • Grow | VAHS](#)

### EXECUTIVE DIRECTOR POSITION

We are looking for an Executive Director that has a deep and abiding commitment to advancing reconciliation and improving the well-being of urban Indigenous people in the DTES. Importantly, the right candidate will possess a foundational understanding of the health services sector and a willingness to continue to build on the recent high profile and notable achievements of the VAHS, which include:

- New [Women's Mobile Primary Care Program](#)
- New [VAHS Healing Centre](#)

The Executive Director provides leadership to VAHS employees, represents VAHS in public engagements, and implements the long-term strategy of the VAHS. Other key responsibilities of the Executive Director include fundraising, proposal and program development and implementation, and effectively managing finances, human resources, and agreements.

The Executive Director is also responsible for raising the profile of the organization through media and networking events.

### REPORTING RELATIONSHIP

The Executive Director reports directly to the Chair of the Board of Directors.

## **DUTIES AND RESPONSIBILITIES**

### **BOARD RELATIONS**

- Provide leadership in developing program, organizational, and financial plans with the Board and staff. Carry out plans and policies authorized by the Board.
- Participate with the Board in developing a vision and strategic plan to guide the organization.
- Develop an operational plan that incorporates goals and objectives that work towards the strategic direction of the organization.
- Identify and evaluate risks to the organization's people (patients/clients, staff, management, and volunteers), property, finances, goodwill, and image. Implement measures to control risks.
- See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.

### **FINANCE**

- Prepare and manage funds according to the approved annual budget.
- Monitor financial performance to ensure compliance with the annual budget.
- Approve expenditures within the delegated authority of the Board.
- Fundraise to achieve organizational plans and priorities.
- Report on expenditure forecasts, including capital projects.

### **HUMAN RESOURCES**

- Participate in the review and development of VAHS policies and procedures.
- Ensure adherence to approved policies.
- Approve the training and professional development of staff.
- Monitor internal communication strategies.
- Ensure hiring and terminations are conducted in ways that reflect organizational values and are in accordance with law and the BCGEU Collective Agreement.
- Foster positive organizational culture.
- Maintain positive labour relations by ensuring compliance with the BCGEU Collective Agreement and best practices.

### **HEALTH AND SAFETY**

- Ensure that all employees and contractors adhere to the organization's policies and procedures related to health and safety.
- Ensure that the organization and all staff are aware of, and adhere to, current and relevant government legislation and WorkSafeBC requirements.
- Oversee the organization's crisis management plan.

### **EXTERNAL RELATIONS**

- Represent the organization to governments, agencies, organizations, and the public.

- Maintain working relationships and collaborative arrangements with governments, not-for-profits, private sector businesses, community groups, funding agencies, and other organizations.

## **QUALIFICATIONS**

- Grounded in Indigenous knowledge and methods, Indigenous heritage is an asset.
- A university degree or diploma in health administration, social services, management or a related field.
- Minimum of 5 years of experience within a leadership position.
- Experience with Indigenous communities and Indigenous peoples.
- Demonstrated ability to manage internal and external relationships.
- Understanding of the organization's guiding philosophy to improve and promote the physical, mental, emotional, and spiritual well-being of individuals, focusing on urban Indigenous peoples.
- Understanding of the key issues facing the organization and an ability to strategically overcome internal and external challenges.
- Knowledge of current issues, policies, and practices related to urban Indigenous populations and the DTES community.
- Demonstrated public relations skills, including deputations, presentations, and media coverage.
- Proficient written and verbal communication strategies.
- Knowledge of all federal and provincial legislation applicable to the not-for-profit sector, including but not limited to employment standards, human rights, occupational health and safety, charities, taxation, CPP/EI, and health benefits.
- Proficient in finance planning and management, risk management, contract administration, feasibility studies, and business plan development.
- Knowledge of personnel policies, practices, and procedures.

**We encourage all qualified people to apply. Pursuant to section 41 of the Human Rights Code, Indigenous applicants are preferred for this position.**

**Job Title:** Executive Director  
**Location:** 449 East Hastings St. Vancouver, BC V6A 1P5  
**Status:** Full Time  
**Salary:** \$120,00 to \$150,000 annually, commensurate with expertise and experience  
**Benefits:** Comprehensive benefits package including pension  
**Hours:** 8:30-4:30, Monday to Friday. Days off: Saturday, Sunday, and statutory holidays.

The hours of work, days off, and work area may be subject to change, consistent with operational requirements.

**Closing Date:** July 7, 2023

Please email your current resume and cover letter to: *VAHSRecruitment@hrwest.ca*  
Email Subject Line: Executive Director Position Application

All VAHS job applications require a resume and a cover letter. This posting will remain open until filled. VAHS thanks all applicants for their interest, but only those selected for an interview will be contacted.

<sup>1</sup> Applicants will need to verify Indigenous ancestry.