

## *JOB POSTING*

### ***PENDER ISLANDS HEALTH CARE SOCIETY REQUIRES A PART TIME***

## **EXECUTIVE DIRECTOR**

### **PENDER ISLAND**

The current Executive Director is retiring at the end of 2018 after serving in this position for the past 25 years. The Pender Islands Health Care Society is looking for an outstanding part time Executive Director with the vision and experience to oversee the daily operations of the Pender Islands Health Care Centre and associated programs and activities. The position operates with considerable independence under the supportive direction of the PIHCS Board of Directors.

The position is responsible for the day to day administration of the centre, including: planning, implementation, & evaluation of programs; human resources and personnel management; financial management; management of facility and grounds; communications and public relations, as well as assisting the Board in formulation of policy, setting priorities and strategic goals, and carrying out Board goals and decision making.

Ideally the applicant will have 5 to 10 years of proven experience in a leadership capacity, working in the community health, wellness and/or social services fields.

This is a part time employment position with remuneration based on qualifications and experience. The current Executive Director manages the position working an average of 80 to 85 hours per month

The successful applicant will:

- have knowledge of the community health centre model of care.
- have experience working with an interdisciplinary community-based service team
- have good people skills, sense of humour, and ability to get along well with others
- be self-motivated and able to work independently.
- have good management and problem-solving skills.
- be well-organized and efficient in use of time.
- be familiar with Pender Island and its community health and social services programs.
- reside on Pender Island.

An application package including a detailed job description, and brief description of the Pender Health Centre and community are available to pick up at the Pender Islands Health Centre or available by email at [info@penderislandhealth.ca](mailto:info@penderislandhealth.ca) . For more information please contact us by phone at (250) 629-3326 or through the above email address.

To apply please forward a letter of application and resume to:  
Tom Caston on behalf of the ED Hiring Committee. Pender Islands Health Care Society  
5715 Canal Road, Pender Island, BC, V0N 2M1 or to the email address above.

Deadline for Applications: October 31, 2018

**Extended to November 15<sup>th</sup>, 2018**