

Executive Director, SafeCare BC

SafeCare BC, the new workplace safety association for BC's continuing care sector, is looking for the first Executive Director to pave the way for this exciting new organization to enhance the health and safety of workers in the long term care sector. Co-located with the BC Care Providers Association, this role offers unique opportunities for leadership and collaboration with provincial stakeholders to promote healthy and safe workplaces across the long term care sector. Read more about SafeCare BC: www.safecarebc.ca.

Major Functions

As the first ED for the newly formed organization, this role will report to a Board of Directors and work closely with the BC Care Providers Association's infrastructure to provide leadership in the development of SafeCare BC, including setting and overseeing the strategic vision and objectives to:

- Provide members with cost-effective training, educational services and industry safety performance metrics.
- Promote effective health and safety management system.
- Establish health and safety programs and management systems to reduce workplace injuries.
- Promote effective and collaborative return to work and stay at work initiatives.
- Communicate government health and safety legislation and policies which impact members.
- Work cooperatively with members and their respective industry associations across BC to ensure their needs are incorporated into the planning process.

In collaboration with the BC Care Providers Associations' CEO, this role will also:

- Create and maintain communication infrastructure that can exchange best practices and identify emerging trends including conducting stand-alone industry research where required.
- Ensure there is no duplication of service delivery with other third-party or government agencies.

Key Responsibilities

Working in collaboration with the BC Care Providers Association the following key responsibilities will fall under the Executive Director:

- **Board administration and support:** supports operations and administration of the Board by advising and informing Board members, interfacing between Board and training staff, sitting on Board subcommittees and supporting Board's evaluation of the ED.
- **Program, product and service delivery:** oversees the design, marketing, promotion, delivery, quality and evaluation (including setting quality indicators) of training programs.
- **Financial and risk management:** develops an annual budget for Board approval and prudently manages financial resources.
- **Management of training staff and contractors:** effectively manages the training human resources of the organization according to personnel and contractor policies.
- **Membership:** actively recruits and engages members.
- **Community and public relations:** assures the organization and its mission and programs are consistently presented in strong, positive image to relevant stakeholders; liaises with key stakeholders on a regular basis; acts as a spokesperson/Ambassador for the organization.

Qualifications

- 5 years experience:
 - Leading membership based organizations
 - Reporting to a Board of Directors
 - Developing and managing budgets of \$250,000
 - Experience acting as public spokesperson
 - Managing workplace health and safety programs and/or equivalent
- Demonstrated experience in the needs of the long term care industry.
- Experience in rehabilitation/ergonomics an asset.
- Good understanding and/or previous working relationship with WorkSafe BC and/or regional health authorities.
- Linkages with other safety associations.
- University Degree Required. A Masters degree is an asset. Special consideration will be provided for those candidates with a specialization in or supplemental training in business administration and/or occupational health and safety.