

FEDERATION OF FOSTER FAMILIES OF NOVA SCOTIA EXECUTIVE DIRECTOR

Note: This is **NOT** a Civil Service Position.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The incumbent is accountable for overseeing the operation of the Federation of Foster Families of Nova Scotia as determined by its Mission Statement and Objectives. The incumbent is responsible and reports to the Board of Directors. The incumbent oversees the day-to-day operation of the Federation and ensures the implementation of Board policies and the organization's strategic plan. The incumbent is responsible for the overall supervision of Federation staff and all programs.

The incumbent maintains a constant awareness of issues that affect foster families and advises the Board of Directors of these issues, which might be of an internal or external nature.

The incumbent is also responsible for the administration of the funds of the Federation according to the Board approved budget and providing the Board with monthly and annual financial statements.

The incumbent participates in networking on behalf of the Federation and builds strong working relationships, both internally and externally, and promotes a strong and positive working relationship with the Department of Community Services.

Qualifications:

- A Master of Social Work degree or a Bachelor of Social Work degree with a minimum of 5 years supervisory experience.
- Membership with or eligible for membership with The Nova Scotia College of Social Workers
- Knowledge of the Nova Scotia Children and Family Services Act
- Experience working with Foster Caregivers
- Experience working with a Board of Directors
- Significant supervisory skills
- Computer literate with experience using Microsoft Office Suite including Outlook, Word, Excel, Teams, and Access as well as Adobe Reader and Zoom

- Experience preparing and overseeing budgets
- Experience in negotiation with government departments
- Excellent writing and research skills
- Ability to represent the Federation in a professional manner
- The incumbent must be able and willing to commute to the Federation office in Dartmouth, NS
- A valid Nova Scotia Driver's License and access to a reliable vehicle
- A satisfactory Criminal Records Check and Child Abuse Registry check is required

Hours of Work:

Monday – Friday (8:00 a.m. to 4:00p.m.) but due to the nature of the work, the incumbent will frequently be required to attend evening and/or weekend meetings on a province wide basis.

Salary Range:

Salary is commensurate with qualifications.

Closing Date:

October 21st, 2024

All applications/resumes should be sent directly to:

Rob Richardson, Board Chair
ffnsboardmember6@outlook.com