OPPORTUNITY PROFILE

EXECUTIVE DIRECTOR, INDIGENOUS RELATIONS
COMMUNITY LIVING BC | EXECUTIVE DIRECTOR, INDIGENOUS RELATIONS

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THE ORGANIZATION
COMMUNITY LIVING BC

Community Living BC (CLBC) is the provincial crown corporation that funds supports and services for adults with developmental disabilities, as well as individuals who have a diagnosis of Autism Spectrum Disorder (ASD) or Fetal Alcohol Spectrum Disorder and who also have significant difficulty doing things on their own. CLBC was created in 2005 when individuals, families, service providers, and community groups came together with the government to create a separate agency to meet their unique needs. CLBC works to connect people to a network of community supports and funded services, in order to provide them with the right supports to have meaningful lives filled with possibilities in welcoming communities.

CLBC receives funding from the government to provide services to more than 20,000 individuals, welcoming about 1,000 new eligible individuals for services each year. Because of this ongoing growth, CLBC has careful processes to assess disability-related needs in an equitable way, to help connect people to effective existing supports and to fund services for as many families as possible within available funding. Recent CLBC accomplishments include introducing a new welcome and planning process for individuals and families, piloting a new L.I.F.E-based support service to advance employment and friendships, and expanding the measurement of quality of life outcomes with the “Include Me!” survey initiative in the north and interior.

In collaboration with stakeholders, CLBC facilitates and manages a responsive, sustainable network of disability-related services that supplement other supports to assist adults with developmental disabilities. Taking a holistic and inclusive approach that reflects the needs, perspectives, and priorities of those it serves, CLBC wants to understand its clients, and their needs and interests.

To learn more, please visit CLBC’s website.
THE OPPORTUNITY

EXECUTIVE DIRECTOR, INDIGENOUS RELATIONS

The Executive Director, Indigenous Relations (“ED”) is a new position, reflecting CLBC’s commitment to truth and reconciliation. The ED reports directly to the CEO and provides pivotal strategic leadership and advice to CLBC staff on all policies, practices, programs and initiatives involving Indigenous Peoples. The position is responsible for building a culturally respectful Indigenous services strategy that recognizes and includes the diverse Indigenous cultures and communities served by CLBC, both on and off reserve. The ED cannot do this alone and they will work with their CLBC colleagues to learn and grow ‘conscious competence’ and an acute awareness of what it takes to create trusting, respectful and lasting relationships and services with Indigenous peoples. The ED will also be supported to build and develop a team to create more capacity. They will also be responsible for engaging with a wide range of First Nations, Métis, and Inuit governments and organizations; Provincial and Federal government agencies and community living partners.

As part of senior leadership, the ED identifies, develops, and leads the implementation of a variety of initiatives and projects in a fast-paced, multi-dimensional environment. This is an outstanding opportunity to make a profound impact on an organization, a sector, and many communities that require improved access to culturally respectful supports for Indigenous individuals with developmental disabilities.

CLBC is committed to true and lasting reconciliation as expressed in the UN Declaration of the Rights of Indigenous Peoples, the Calls to Action of the Truth and Reconciliation Commission, and the Governments’ 10 draft principles to guide the Province’s Relationship with Indigenous Peoples. CLBC is excited to see how an Indigenous leader will advance this priority area; an ED with strong ties to Indigenous cultures and the community living movement can make a significant impact across the sector as it continues to evolve around an individual-centred approach to care.
Job Duties and Accountabilities

- With direction from the CEO and in consultation with the CLBC Indigenous Advisory Committee, develops an authentic Indigenous strategy to provide CLBC services with an approach that is culturally appropriate and safe, and reflects Indigenous perspectives.

- Engages Indigenous communities to implement and improve services both on and off reserve, and to create sustainable service delivery models.

- Develops Indigenous models for CLBC services, including funding models, that assist Indigenous communities and organizations to participate in service delivery.

- Facilitates Indigenous-led planning, delivery and evaluation of services using models based on Indigenous cultures and traditions.

- Supports Indigenous-led mapping of services for Indigenous people with disabilities and development of baseline information to support planning.

- Supports relationship building between Indigenous and non-Indigenous organizations.

- Provides advice and reports progress to Executive, Board and government regarding the implications and progress on the Indigenous strategy for CLBC services.

- Negotiates and manages oversight of any required funding agreements or memorandums of understanding with government agencies or other stakeholders to support improved access to services in First Nations communities.

- Works closely with Indigenous and non-Indigenous communities, governments, organizations, associations, government funding agencies and departments to maintain and develop effective partnerships and agreements including new funding opportunities.

- Provides Executive staff support to the Indigenous Advisory Committee to advance the mandate of the committee.

- Builds effective working relationships with Indigenous leaders, and ensures the provision of an expert resource and support to the Indigenous Advisory Committee.
Job Duties and Accountabilities, continued...

- Works with CLBC Executive to develop learning curricula to enhance competency-based knowledge, skills and practice of all staff.

- Identifies cultural and/or systemic barriers to accessing and implementing services and develops strategies to address these barriers.

- Works with CLBC Executive and senior management to distill key learnings, identify practice implications and make recommendations for new or enhanced approaches and solutions for enhanced service.

- Works closely with senior management staff in key corporate functions including policy development, strategic planning and project prioritization, and Operations.

- Continuously seeks to develop and maintain a high level of knowledge and skill in all aspects of CLBC services, including an in-depth knowledge of legislation, regulations, standards, policies and procedures.

- Provides leadership, guidance, coaching, and development to a team of Indigenous Practice Advisors and others, as needed.

- Ensures effective recruitment, training, and performance management of direct reports, and establishes and monitors goals based on organizational objectives.
THE PERSON
The ideal candidate should be a leader who is well experienced in the field of Indigenous relations, as well as the community living and/or social services sector. Leading with an inclusive, collaborative style, they build engagement with staff, external partners, and Indigenous communities by creating a true team environment and leveraging the expertise and strength that exists within the organization. The ED should be culturally astute and comfortable leading change. The ED forges a path toward Indigenous awareness; they share knowledge to ensure the organization has capacity to solve complex issues and guides CLBC staff and BC’s Indigenous Peoples to develop innovative and effective solutions and initiatives.

Education & Experience
- A bachelor degree in Indigenous Studies, Human Services, Public Administration, or a related field and five+ years experience working at a senior level, preferably in both the government systems and with Indigenous Peoples.

Knowledge
- Detailed knowledge of creating and implementing programs and initiatives within an organization to support Indigenous relations.
- Proficient knowledge and understanding of relevant provincial, federal, and global jurisdictions and related legislation.
- Well-developed understanding of issues impacting quality of life of BC’s Indigenous Peoples.
- Knowledgeable about CLBC’s vision, mission and mandate, service delivery model and the array of supports and services provided in BC.
- Familiar with the structure and operation of developmental disability supports and services in BC.
- Familiar with community serving organizations that play a role in supporting all citizens, including those of Indigenous heritage.
- Understanding of different learning styles and corresponding communication strategies.
• Familiar with the elements of Indigenous meeting protocols, including circles, elder participation, etc.
• Understanding of program and policy development.
• Understanding of trauma informed practice.

**Abilities and Skills**

- Proven ability to use visionary, creative, innovative approaches that support Indigenous adults served by CLBC.
- Strong leadership, project management and change management skills.
- Excellent interpersonal and communication skills, both verbal and written, including the ability to speak in public forums.
- Demonstrated ability to coach, motivate, and inspire others.
- Proven ability to establish and maintain effective working relationships with people at every level of the organization, key partners, and Indigenous communities.

- Strong critical thinking skills with the ability to efficiently and resourcefully analyze and resolve problems using negotiation, group facilitation and conflict resolution skills.
- Demonstrated ability to adapt/apply culturally respectful responses to the diverse needs of Indigenous Peoples and their communities.
- Ability to strategically navigate sensitive situations successfully.
- Strong organizational skills and ability to work in a dynamic environment, meeting multiple deadlines.
- Proficient computer skills and knowledge of common information technology systems.

**Special Requirements**

- Class 5 Driver’s License.
- Applicant subject to a criminal record review.
- Preference will be given to an applicant who has First Nations, Inuit, or Métis heritage.
- Open to applicants from across BC and beyond.
Competencies and Personal Characteristics

Leadership - a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.

Strategic Orientation - ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world on strategies and on choices.

Service Orientation - understands the service needs of client communities, and is actively focusing on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

Results Focus - takes action to achieve challenging goals or high standards. Focuses on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.

Teamwork and Co-operation - works cooperatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.

Change Leadership - inspires a new vision for the organization and takes the required actions to ensure that the members of the organization accept and support the vision.

Empowerment - ability to share responsibility with individuals and groups so that they have a deep sense of commitment and ownership; contributes at high levels and is creative, innovative, takes sound risks, and is accountable and demonstrates leadership. Fosters teamwork among employees, across governments, with colleagues and, as appropriate, facilitates effective collaboration.

Business Acumen - understands the effects of business decisions is aware of business issues, processes and outcomes as they impact organizational and client needs.

Creates Effective Partnerships - works cooperatively with other organizations to meet mutual goals. Creates relationships based on trust, inclusion and respect.
Competencies and Personal Characteristics, continued...

**Innovation** - strives to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or challenge.

**Holding People Accountable** - sets high standards of performance and holds team members, other government jurisdictions, outside contractors, industry agencies, etc., accountable for results and actions.

**Board of Directors** - works with the Executive Team and the Board of Directors and is effective in supporting the Board in fulfilling its governance responsibilities.

**Personal Values** - is caring, empathetic and warm; acts with integrity and transparency in dealings with others. Is resourceful, flexible, and resilient.
COMPENSATION
A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:
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