



**Canadian Mental  
Health Association**  
Muskoka - Parry Sound

**Addictions and  
Mental Health Services**

**INTERNAL/EXTERNAL POSTING: April 14 to May 14, 2021**

## **DIRECTOR OF CORPORATE SERVICES**

**Job Status:** Permanent Full Time

**Hours of Work:** 35 Hours Per Week

**Base office:** Bracebridge

### **Purpose of the Position:**

Under the direction of the Executive Director, the Director of Corporate Services will ensure the continuous improvement and effective, efficient on-going operation of CMHA Muskoka-Parry Sound through administrative leadership in the areas of finance, human resource, property and facility management, information technology and communications, decision support, and occupational health and safety that support the mission, vision, core values and principles of the organization.

### **Education and Qualifications:**

- A university degree and/or postgraduate qualification in accounting or business administration. Professional accounting designation is required. A Master's degree is preferred.
- Registered member in good standing of a professional college or association.
- Five years' experience in financial, budgeting, and human resources management.
- Three years of experience in a management and leadership role with experience in the health care sector preferred.
- A thorough understanding of Generally Accepted Accounting Principles (GAAP), especially those related to not-for-profit organizations.
- A thorough understanding of audit processes and experience working with external auditors.
- A thorough understanding of all human resources legislations.
- Effective leadership skills, with a strong focus on mentoring and motivation of staffs.
- Ability to communicate effectively, both orally and in writing.
- Demonstrated time management skills. Tolerance of and ability to handle a heavy workload, competing demands and high risk situations.

- Manage internal and external relationships, to have and demonstrate empathy and compassion, to be aware of emotional intelligence, conflict resolution, and the understanding of the feelings, ideas, and beliefs of others.
- Ability to use and learn new technology (computers, software programs, phones, printers/scanners, alarm/security systems etc.)
- Aboriginal cultural awareness; Aboriginal education is an asset.
- Bilingual in French is an asset.
- Knowledge of current provincial mental health and addiction policy and clinical services an asset.
- Experience in quality improvement processes an asset.

**Salary:** \$52.21 - \$56.57 per hour, commensurate with qualifications and experience.

**Benefits:** Comprehensive Health Benefit Package and registration in HOOPP pension plan.

**Canadian Mental Health Association, Muskoka-Parry Sound is a scent-free organization**

You are invited to submit your application, **quoting competition 23-21 by 4:30 p.m. by May 14, 2021** to:

**The Hiring Committee  
Canadian Mental Health Association, Muskoka-Parry Sound Branch  
173-202 Manitoba Street  
Bracebridge, Ontario P1L 1S3**

**Telephone: (705) 645-2262      Fax: (705) 645-7473      Email:**  
[jobs@cmhamps.ca](mailto:jobs@cmhamps.ca)

Canadian Mental Health Association Muskoka – Parry Sound (CMHAMPS) is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace.

Qualified consumers/survivors and/or family members are encouraged to apply.

We retain all applications submitted for one (1) year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you wish this information in a different format, please contact our office at 705-645-2262 or email [feedback@cmhamps.ca](mailto:feedback@cmhamps.ca). If you are contacted regarding a job opportunity, please let us know prior to the interview if you require accommodation.

We thank all applicants but only those selected for an interview will be contacted.