

## Executive Director – SCEP Centre Society (Regina)

**Employment Type:** Permanent Full-time

**Location:** Regina, Saskatchewan

**Salary Range:** To be negotiated

*SCEP has an opportunity for a dynamic individual to lead an experienced and caring professional staff in making a difference by delivering an intensive early intervention preschool program that supports the development of children with complex needs and offers guidance and support for their parents.*

*Reporting to and collaborating with the Board of Directors, the Executive Director is responsible for overall operational responsibility for the SCEP program, including implementation of the strategic plan. Key duties include:*

- *Understanding SCEP's core values and maintaining the integrity of them;*
- *Ensuring the methodology and program framework remain consistent with these core values;*
- *Maintaining a trauma informed environment supporting children, parents, and staff;*
- *Maintaining a culturally inclusive environment with a particular emphasis on indigenization;*
- *Human resource management including; providing guidance, support, and mentorship to staff regarding program implementation; fostering an atmosphere of transparency, communication, and collaboration;*
- *Establishing and preserving strategic partnerships that advance the program's effectiveness;*
- *Supporting and encouraging SCEP Centre's leadership role in training in the community;*
- *Maintaining sound privacy and risk management practices and ensuring compliance with applicable legislation and regulations;*
- *Ensuring sound financial management, including overseeing budgeting, forecasting and external reporting, and working collaboratively with funders and donors;*
- *Establishing and maintaining a quality policy framework to guide program operations; and*
- *Managing the adequacy of SCEP's accommodation.*

*Typically, the knowledge, skills and abilities required to be successful in this position include:*

- *Proven leadership experience;*
- *Excellent written and verbal communication and negotiation skills;*
- *Knowledge of attachment theory/trauma informed practices in early childhood and family support services, including knowledge of appropriate intervention practices for vulnerable children with complex needs. Experience and education in specialized clinical approaches would be an asset;*
- *An ability to establish and maintain an environment for young children that ensures child safety, healing and resilience, and supports the development of language and communication skills, self-regulation, and social-emotional maturity;*
- *Commitment to supporting and encouraging positive parent-child communication and interaction;*
- *An ability to facilitate effective working relationships with family members, schools, and other community agencies to ensure an integrated continuum of support for the child and family;*
- *Knowledge of program planning, monitoring, and evaluation, including child and family goal setting and outcome measurements;*
- *Experience with fundraising, writing grant proposals, and donor/funder relations;*
- *An ability to work collaboratively with human service/early childhood stakeholders, and participate in the community as an early childhood agency representative;*
- *A strong understanding of governance and administration of non-profit organizations;*
- *Assuming a thorough and in-depth understanding of the program, an ability to monitor employee performance, standards of conduct and provide clear expectations and direction for continuous program quality assurance; without the required program knowledge a willingness to delegate this responsibility to those with extensive program knowledge; and*
- *A commitment to implementing the Truth and Reconciliation calls to action at SCEP Centre.*

*The aforementioned knowledge, skills, and abilities would typically be obtained through a master's or bachelor degree in: social work; the social sciences; early childhood, speech-language pathology, music, art or other expressive therapies; public administration or a related field, supplemented by several years of experience working in a leadership position, including experience in addressing the needs of vulnerable children. Registration in a professional organization would be an asset.*

**Closing Date:** 5:00 pm, Monday June 10, 2019

**Submit Application to:** [expressionsofinterest.scepcentre@sasktel.net](mailto:expressionsofinterest.scepcentre@sasktel.net)

