

**Director, Community Development and Partnerships**  
**(Site: 716 The Queensway South, Keswick, ON L4P 4C9)**  
**Permanent, Full-time (35 hours per week)**  
**\$93,059 - \$109,482 + Health Benefits + HOOPP**

*We work in a team-based environment, with flexible work hours for work-life balance, and opportunities for professional development.*

*We offer a competitive benefits package: 3 weeks' paid vacation; paid sick time; and excellent extended health, dental, and vision care benefits.*

*We are a proud participant of the Healthcare of Ontario Pension Plan (HOOPP), Canada's largest and most respected pension plan that provides a secure monthly income at retirement.*

## **BACKGROUND**

The Vaughan Community Health Centre (VCHC) is a not-for-profit, community-governed organization providing primary health care, social services, and illness prevention programs primarily to the residents of the Western and Northern York Region. We serve people experiencing barriers to accessing health care services due to culture, language, age, chronic illness, or the like. We are committed to providing services with and for local Indigenous, Black, racialized and other disadvantaged communities.

## **POSITION SUMMARY**

The Director of Community Development and Partnerships provides leadership, support and coordination in the delivery of community health promotion programs and interprofessional health services that are responsive to the needs of local communities in Western and Northern York Region. Service delivery focuses on health equity and the social determinants of health.

## **KEY ACCOUNTABILITIES AND RESPONSIBILITIES**

### Leadership

- Ensure that the mission, vision, core values and strategic priorities of the Centre are being met in the day-to-day operation of interprofessional health services and community health promotion programs serving Western and Northern York Region.
- Direct supervisors in the development, delivery, and evaluation of

interprofessional health services and community health promotion programs and initiatives to address health inequities and the social determinants of health, thus, removing barriers to services for priority populations.

- In collaboration with the Executive Director, lead the development, implementation, and evaluation of new programs/services in Northern York Region to meet the needs of local Indigenous, Black, racialized, and disadvantaged communities.
- Supervise the Keswick Site Manager, Health Promotion Coordinator, Navigation and Mental Wellness Coordinator, and Health Promoter; oversee their areas of service delivery; and foster a collaborative and results-oriented work environment between teams.
- Accountable for ensuring the deliverables of team workplans and annual funder targets are achieved; focus on health outcomes and client experience measures.
- Support the Executive Director in the development, implementation, and monitoring of the Centre's strategic plan, operational plan, risk management, and compliance with legislation and funder requirements.
- Support the Executive Director in meeting privacy legislation requirements and responding to privacy-related requests and issues.
- Assist the Executive Director in recruiting staff for vacant/new positions to help further the Centre's mission.

### Planning and Management

- In collaboration with the Executive Director, write grant proposals to advance the Centre's strategic priorities for community development and partnerships in Western and Northern York Region; and lead the submission, implementation, and evaluation of funded community initiatives/projects.
- Collaborate with Leadership Team to create, implement, and monitor the progress of the PACT workplan for Western and Northern York Region.
- Promote a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations; and where applicable, support the Executive Director in addressing staff complaints and issues related to human resources.
- Ensure supervisors and their teams provide services to clients and local communities within the lens of equity, diversity, and inclusion; and achieve applicable deliverables in the health equity workplans.
- Establish and lead the Equity, Diversity and Inclusion (EDI) Committee, their terms of reference, and workplan to achieve the Centre's EDI goals and funder deliverables.
- Lead, monitor, and support on-going quality improvement strategies and

workflow efficiencies, where required, to improve the delivery of community health promotion programs/initiatives and interprofessional health services.

- Support supervisors in investigating and addressing complaints from clients and stakeholders and ensure that appropriate follow-up actions are implemented and documented in a timely manner.
- Conduct regular supervision meetings with supervisors and complete their annual performance appraisals in a timely manner; and coach and monitor staff as appropriate to improve performance.
- Lead supervisors in the maintenance of accreditation standards and preparation for future accreditation reviews.
- Prepare reports regarding the status of services as required by the Executive Director, VCHC Board of Directors, funders, and stakeholders.
- Collaborate with the Director of Community Health Services to create an annual social impact report.
- As applicable, assist the Executive Director in the preparation and monitoring of program-specific budgets.

### Community Relations and Advocacy

- Engage academic institutions and establish partnerships and workflow processes to create learning opportunities for student practicums/placements with VCHC clinicians and staff; and ensure appropriate partnership agreements, insurance, etc. are in place.
- Engage academic institutions and explore and implement opportunities for community-based research to advance the health and well-being of communities served by VCHC; and establish and chair the VCHC Research Ethics Committee.
- Under the direction of the Executive Director, participate in community planning tables and develop strategic community partnerships to advance VCHC's strategic priorities and mission.
- Support the Executive Director in advocating for the community health centre model of care to different levels of government and stakeholders.

### **QUALIFICATION REQUIREMENTS**

- Masters level degree from a recognized university in health administration, health care, social sciences or human services field or a combination of an undergraduate degree with significant management experience.
- At least 5 years of management experience with progressive responsibility in an

inter-professional community-based health care setting.

- Thorough knowledge of the social determinants of health and proficiency in program development, implementation, and evaluation.
- Experience in leading community development initiatives and partnership engagement and sustainability.
- Demonstrated success in proposal writing and implementation of new projects/initiatives.
- Experience in leading initiatives/projects focused on equity, diversity, and inclusion
- Experience in collaborating with academic institutions for community-based research and student practicums.
- Experience in leading teams in service delivery for vulnerable populations such as Indigenous, Black, racialized, and disadvantaged communities.
- Track record of leading multi-disciplinary teams to achieve annual funder deliverables and targets.
- Strong supervisory skills, including the ability to mentor and coach direct reports in a multi-disciplinary team environment.
- Excellent time management, interpersonal, conflict resolution, and communication skills including verbal, written and presentation skills.
- Knowledge of and experience applying quality improvement strategies to workflow processes and service delivery; and ability to collect and analyze data for decision-making and quality improvement.
- Proficient computer skills and familiarity with Electronic Medical Record (EMR) systems are an asset.

**Interviews will occur on rolling basis; please apply as soon as you can.**

Successful candidates cannot be existing clients of the Vaughan Community Health Centre.

Successful candidates will be required to:

- o Show proof of a completed a 2-step TB test and measles vaccination/immunity
- o Complete a vulnerable sector check

**Please send your cover letter and resume to:**

Director, Community Development & Partnerships Hiring Committee  
c/o Vaughan Community Health Centre Head Office  
9401 Jane Street, Suite 206  
Vaughan, Ontario L6A 4H7

Email: [vchcjobs@vaughanhc.com](mailto:vchcjobs@vaughanhc.com)

Fax: (905) 303-9444

[www.vaughanhc.com](http://www.vaughanhc.com)



While applications are preferred via email, you are welcome to apply by fax, mail or in person.

*Accommodations during the recruitment, selection, and interview processes will be provided in accordance with the Ontario Human Rights Code if needed. If you need accommodation during the hiring process, please call us at (905) 303-8490 ext.2631 to provide your contact information and a member from the hiring Committee will contact you.*

*Vaughan Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. We are committed to excellence and hire based on merit.*

*We thank all candidates in advance for their interest, however, only those selected for an interview will be contacted.*