



CHIEF ADMINISTRATIVE OFFICER

Permanent Full-Time, Head Office—North Bay, ON

Bulletin No. D2023-38

Salary—\$175,000-\$190,000.



Supporting accessible human services
in Nipissing District

Do you aspire to have a fulfilling role in the human services delivery environment and to make a difference in the lives of the people in our community? The [District of Nipissing Social Services Administration Board](#) (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Chief Administrative Officer (CAO) to add to our exceptional DNSSAB team.

The CAO is responsible to the DNSSAB Board of Directors for the overall management and efficient delivery of a range of programs that includes Ontario Works, Children's Services, Housing Services and Paramedic Services. This includes overseeing the management of Housing Operations (Nipissing District Housing Corporation (NDHC)) and holding the role of Chief Executive Officer for NDHC.

Qualifications include:

- Completion of a university degree in Social Sciences, Business/Public Administration, or an acceptable combination of education and experience.
- A minimum of 7 years' experience at the senior management level, preferably in the public/community services sector.
- Sound financial acumen and human resources management skills.
- The ability to communicate in French as well as English is considered a strong asset.
- Understanding of challenges unique to North Eastern Ontario is required.
- Ability to work in a DNSSAB/NDHC office on a regular basis as established by the Board. Flexibility is provided with the understanding operational requirements are the priority, and a presence in the communities of the District is critical to the Board.
- Knowledge of provincial legislation, federal housing and homelessness programs, regulations and agreements governing housing, homelessness, and new affordable housing development programs.
- Knowledge of and experience with direct delivery of social housing, including experience with capital asset management.
- Knowledge of provincial legislation and technology governing Ontario Works and Children's Services and Early ON programming.
- Knowledge of the Land Ambulance Act and Ministry of Health legislation.

See the full list of qualifications [here](#).

Applications for the above position will only be accepted through the **Plum Recruitment Tool up to 4:30pm, Tuesday, January 9th, 2024. Please follow [this link](#) to the Plum Recruitment tool to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.

Full-Time Employees Enjoy:

OMERS Pension Plan, Health, Dental, Vision, Life, AD&D and LTD Benefits, Paid Time Off (Vacation, Compensatory Time), Paid Sick Time, Employee Assistance Program, Wellness Activities, Annual Staff Development Day, Long-Service & Retirement Recognition, A Psychologically Safe Workspace, The Right to Disconnect, Commitment to Diversity & Inclusion, Hybrid – Flexibility to work in-office & remotely.