

Focus Counselling Services, charity #371 has an opportunity for an Executive Director. Focus Counselling Services seeks to be the agency of choice. To ensure our continued success, we require the services of a self-motivated, energetic individual to join our team and lead Focus Counselling Services continued growth.

The Successful candidate will be responsible for:

- Operations management including management reports, oversight for clinical programming and assisting with the management of fundraising and volunteer coordination.
- Providing a caring and professional environment for clients and staff, working to the standards of practice of the Bermuda health Council.
- Develop positive and professional relationships with donors, other Nonprofit organizations and other relevant community stakeholders.
- Responsible for staff scheduling, processing payroll and staff training to ensure client centered best practice care.

The skills required for this position include:

- A minimum of a bachelor's degree (Masters is preferred) and training in addiction treatment.
- Management experience preferably in a clinical environment.
- Certifications in Alcohol and Drug Counselling and Clinical Supervision an asset.
- Applicant must have CPR and First aid certifications or be willing to acquire within 3 months.
- Applicant must have NCI or equivalent or be willing to acquire within 6 months.
- Strong leadership and coaching skills.
- Excellent verbal and written communication skills.
- The ability to work independently and meet deadlines.
- Knowledge of all applicable laws as it relates to substance misuse treatment and the nonprofit sector.
- Work experience in the nonprofit sector is an asset.
- Applicants must be willing to be on call outside regular working hours.

Qualified applicants can apply via email at info.focus@focus.bm or via post. No phone calls please.

Please submit a detailed cover letter and resume to Focus Counselling Services Board of Directors, 36 Union Street Hamilton HM10 Bermuda.

We thank all applicants for their interest, only those considered for an interview will be contacted.