

# EXECUTIVE OPPORTUNITY BRIEF

Executive Director



**ONE CARE**  
Home & Community Support Services

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PRIME MANAGEMENT GROUP INC.

# ABOUT US

## ONE CARE

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ONE CARE Home & Community Support Services is a dynamic non-profit organization passionately dedicated to enhancing the quality of life for seniors and individuals with health challenges in Huron and Perth Counties. With a mission to provide accessible and comprehensive home and community support services, ONE CARE empowers individuals to live independently and with dignity in their homes. The organization offers a vibrant array of programs, including personal support, homemaking, transportation, meal services, and social programs, all tailored to meet the community's unique needs. By prioritizing personalized care and fostering a sense of belonging, ONE CARE stands as a lifeline for those it serves, ensuring they can thrive in their own environments.



# ABOUT US

## ONE CARE

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At the core of ONE CARE's mission is an unwavering commitment to inclusivity and holistic support. The organization goes beyond addressing immediate physical needs, passionately focusing on the emotional and social well-being of its clients. With a dedicated team of professionals and volunteers, ONE CARE delivers compassionate, reliable services that empower individuals to maintain their independence and enhance their quality of life. Whether it's providing a nutritious meal, offering a ride to a medical appointment, or creating joyful opportunities for social interaction, ONE CARE is devoted to making a profound impact in the lives of its clients, ensuring they feel cherished, supported, and deeply connected to their community.

### VISION

Quality health and wellbeing at home.

### MISSION

We provide a wide-range of integrated supports to help older adults and people with health challenges to strengthen their health, independence and quality of life to live at home in a caring community.

### VALUES

- Collaboration
- People-Centred Care
- Progressive Learning
- Advancing Excellence
- Transparent Accountability
- Diversity, Equity, and Inclusion
- Responsiveness
- Integrity

*Our Head Office Location*

# STRATFORD, ON

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Stratford, Ontario, is a charming and vibrant city that beautifully combines small-town charm with big-city amenities.

Stratford, renowned for the world-famous Stratford Festival, is a cultural haven set in picturesque surroundings. The historic downtown features charming shops, gourmet restaurants, and cafes, all amidst stunning Victorian architecture and the tranquil Avon River. Stratford offers a high quality of life with excellent schools, healthcare facilities, and community services. Its commitment to green spaces and recreational facilities ensures ample opportunities for outdoor activities, from leisurely park strolls to engaging in sports and fitness programs.



ONE CARE serves clients across Huron and Perth Counties, regions known for their vibrant communities and scenic landscapes. These Counties provide a perfect blend of rural charm and modern amenities, making them ideal for those seeking a welcoming and supportive environment. Residents enjoy access to top-notch community services, recreational opportunities, and a strong sense of community spirit.

# POSITION DESCRIPTION

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Prime Management Group Inc. is pleased to be partnering with ONE CARE Home & Community Support Services in the search for a visionary, values-driven and dedicated Executive Director to lead their motivated and highly committed team located throughout Huron and Perth Counties.

Reporting to the Board of Directors, the innovative and passionate Executive Director will guide the complex operations of ONE CARE as a multiservice healthcare provider within Huron and Perth Counties while overseeing and implementing essential healthcare-based operations and services tailored to the community's home care needs. Working closely with the Board of Directors, this trusted leader will operationalize ONE CARE's strategic plan, continually adapting to the evolving and emerging healthcare needs of the community. Additionally, the results-focused Executive Director will collaborate with various community and healthcare partners to extend the organization's reach and elevate ONE CARE's reputation as a leading provider of integrated essential services.



# POSITION DESCRIPTION

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The visionary Executive Director will motivate staff and volunteers by promoting a culture of collaboration, recognition, and professional growth while fostering a positive and inclusive work environment that attracts, retains, and develops top talent. Moreover, the Executive Director will proactively develop and refine operational policies and procedures to enhance the organization's financial performance and risk management strategies, ensuring the highest ethical standards are maintained. By leveraging industry-leading best practices, this respected leader will effectively oversee the organization's financial operations to ensure alignment with ONE CARE's strategic goals. This holistic approach will position the organization for sustainable growth and continuous improvement, enabling it to serve the community better and achieve its overall mission and vision.

The forward-thinking Executive Director will build and maintain strong relationships with key stakeholders, including community leaders, healthcare providers, policymakers, and funders which will enhance the organization's visibility and public image. Additionally, this service-minded Executive Director will advocate for policies and practices that support the community's well-being, engage in policy development, influence public policy at all levels, and represent the organization in policy discussions and forums. Finally, this leader will identify and pursue opportunities for partnerships and resource development, cultivate relationships with potential donors, grant providers, and other sources of financial support, and ensure effective stewardship of resources and transparency in reporting to stakeholders.

# QUALIFICATIONS

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To excel in this role, the confident Executive Director should have:

- Post-secondary degree (or equivalent) in Business Administration, Public Administration, Social Sciences, or a health-related field.
- Minimum of 5-7 years of progressive management, leadership, and operations experience in home care and community support services (preferred), ideally at the Executive Director level.
- Strong understanding of Ministry of Health guidelines related to home care and community support services, including current government policies, accreditation, and legislative requirements.
- Exceptional visionary leadership skills and a proven history of mentoring and motivating teams to high-performance levels.
- Demonstrated success in supporting a volunteer board to accomplish its policy governance mandate.
- Experience or knowledge of providing home care and community support services within a rural environment (preferred).
- Strong skills in budget and financial management, and non-profit operations; and an ability to navigate successfully in an environment with funding challenges.
- Extensive experience in developing highly collaborative and value-added community relations and communications.
- Ability to think strategically and holistically, with a solid understanding of program development, implementation, and evaluation tailored to community needs.
- Experience in managing facilities and capital assets.
- A solid understanding of diversity, equity, and inclusion, including implementing programs that align with the non-profit organization's values.
- Ability to obtain a background/police Vulnerable Sector check.

# ABOUT PMG

*Meet Prime Management Group Inc.*

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An international award-winning firm, operated and headquartered in London, Ontario, Prime Management Group Inc. has succeeded for over 30 years as an adaptive, resolute Executive Search firm, impacting organizations and the lives of the people who join them.

Client and Candidate Centric Focus, Collaboration, Teamwork, Respect, Excellence, Honesty, and Integrity form the basis of all Prime Management Group Inc's. relationships. These core values are instrumental in our business success and are witnessed in each and every client and candidate interaction. We respect our clients and value their organizations, employees, and strategic goals, while also placing a high priority on our candidate relationships during their ongoing pursuit of excellence as it relates to their career journey.

We are proactive and accountable in our delivery of recruitment and consulting best practices. We build partnerships that commence at the onset of each project and continue well beyond the placement of the successful candidate - these partnerships and collaborations are formed with both compassion and mutual respect. As a result, our candidates trust us to execute the search with a high degree of professionalism, accountability, and integrity.





# OUR TEAM

Prime Management Group Inc.

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Director of HR Consulting & Talent  
Acquisition

Michelle Rawson

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Michelle is a successful Human Resources leader bringing over 20 years of proven business and HR consulting and senior leadership experience to Prime Management Group Inc. Her areas of focus include; Management/Executive Recruitment, Leadership Development, Succession Planning, Performance Management, Change Management and Conflict Resolution.

Michelle has also led several complex and multi-faceted business, leadership and Human Resources based projects over the course of her career within multiple, complex business sectors. Working collaboratively with Executive teams and Board of Directors in the public, not-for-profit, and private sector, including startups, high growth and entrepreneurial businesses, Michelle has developed leadership strategies to drive complex change management initiatives and successfully positioned organizations to achieve their evolving business objectives.

More recently, Michelle has worked primarily in HR Consulting, while also leading senior-level recruitment projects. As a result of her well-established expertise, Michelle is often called upon for her strategic business and HR leadership abilities, offering valuable assistance to Management, Executives, and Boards in diverse talent management and HR initiatives.

Michelle is a graduate of Western University with an Honours degree and a Human Resource Management Certificate.

# OUR TEAM

Prime Management Group Inc.

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Executive Recruitment Coordinator  
Katie Anderson

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As the Executive Recruitment Coordinator, Katie strategically collaborates with each Sr. Consultant on every search project to ensure an optimized candidate and client experience. In addition, she manages various business communications internally and externally to support company objectives, including Executive Recruitment, Recruitment Consulting, and HR Consulting projects.

Katie is passionate about art, community involvement and helping others. As a result, she has proven experience assisting with fundraising efforts and volunteering with St. Thomas Elgin Public Art Centre. She has worked within legal and non-profit environments for many years, providing a high level of customer service and administrative support. Katie is a Fanshawe College graduate.

# ABOUT PMG

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## Commitment to Equity, Diversity, and Inclusion

### **Addressing Biases**

Prime Management Group Inc. emphasizes equity, diversity, and inclusion (EDI) across all recruitment stages. By identifying and addressing biases, we aim for objectivity in our hiring practices, focusing on the skills, qualifications, and potential of candidates, rather than on demographic or personal details.

### **EDI-Informed Interviews**

We ensure interviews are equitable, giving every candidate a fair chance to showcase their skills and abilities without bias. Accommodations are available, we use gender-neutral pronouns, steer clear of discriminatory language, and maintain a consistent question sequence for all interviews.

## A Note on Confidentiality

*Prime Management Group Inc.'s search process ensures unwavering confidentiality while respectfully adhering to the Human Rights Act to uphold an unbiased and successful process for our candidates. We are committed to equity, value, and diversity and welcome applicants from diverse backgrounds. Additionally, we accommodate interviews for candidates with special needs, ensuring an inclusive and accessible recruitment process for all.*

# APPLICATION PROCESS

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Working in partnership with ONE CARE, Prime Management Group Inc. will be accepting all resumes and cover letters in confidence from interested candidates. To express your interest in this opportunity, please submit your application here.

Prime Management Group Inc. is an Executive Search & Recruitment + HR Consulting firm serving Southwestern Ontario and beyond. Our search process ensures unwavering confidentiality while respectfully adhering to the Human Rights Act to uphold an unbiased and successful process for our candidates.

**Interested in this opportunity? [Apply here.](#)**



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## CONTACT INFORMATION

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519-672-7710

**Michelle Rawson**

Director of HR Consulting  
and Talent Acquisition  
[micheller@pmg.on.ca](mailto:micheller@pmg.on.ca)

**Katie Anderson**

Executive Recruitment  
Coordinator  
[katiea@pmg.on.ca](mailto:katiea@pmg.on.ca)