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Corporate Office  
358 King Street, Suite 302  
Fredericton, NB  
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506 455 0285



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Bureau Corporatif  
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## **Regional Director**

We are currently seeking a **Regional Director to join our team in Saint John, N.B.**

**VIVA Therapeutic Services (formerly Autism Intervention Services)** was founded by Danielle Pelletier in 2005, to provide preschool aged children with autism spectrum disorder and their families with high quality, evidence-based services. At VIVA, our programs are dedicated to providing quality intervention and making every teaching moment count. As a result of our programs' success, we have gained our government's confidence in our contracted services and currently serve over 500 families across the province of New Brunswick.

Our **Regional Directors** are highly valued team members and leaders who oversee all clinical and administrative operations within a region. Regional Directors report to the corporate executive team. The Saint John region has the main regional office located in Saint John and two satellite offices: Sussex and St. George.

### **Our Team:**

At VIVA we value teamwork, integrity, quality, dignity, diversity, and joy! To be more specific, we love what we do! We focus on solutions and celebrate each child's learning. We work together as a close team; we care about each other and support one another to reach our personal and professional goals. We do the right thing for the well-being of our clients... being honest, accountable, and showing up every day! We seek open feedback, stay current with the research, and continuously strive to offer excellence in our programs. We respect individuality in all children and understand they have unique needs. We aim to learn more about each other, and to act with compassion and kindness.

### **We Offer:**

- Competitive salary
- Group medical and dental insurance
- Life and long-term disability insurance
- Travel expenses
- Vacation and sick time

### **Position Summary:**

The Regional Director provides people leadership and operational management in the Saint-John area, including satellite offices in Charlotte County and Sussex. The Regional Director works collaboratively with the corporate team and other Regional Directors to guide teams on meeting service delivery and administrative outcomes as well as maintaining collaborative relationships with community partners. The Regional Director is a key member of the VIVA leadership team, promoting our mission and values and guiding and monitoring service delivery in the Saint John area. The Saint John region provides services to approximately 250 clients and has approximately 120 employees.

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**Accountabilities include but not limited to:**

This role will be accountable for:

- Overseeing all day-to-day operations for the Saint John region
- Meeting service delivery and performance-based outcomes
- Ensuring health and safety for employees and clients
- Participating in the development and implementation of strategic planning activities
- Creating a workplace culture where people are engaged, and motivated to contribute to our vision
- Fostering strong relationships with community partners to promote collaborative practices

**Qualifications and Requirements:**

Although we provide a clinical service, the Regional Director does not require direct education/experience in the field.

The ideal candidate will bring to our organization:

- A master's level education in a relevant field (i.e., business administration, ABA or in a related field).
- A minimum of 3+ years of demonstrated progressive operational management experience.
- A combination of experience and education may be considered.
- People leadership skills to enable and direct the growth and success of employees.
- Demonstrate exceptional abilities to work in a team setting with a high level of professionalism and integrity, adopting and respecting VIVA's vision and values.
- Strong critical thinking and problem-solving skills.
- Ability to thrive in a diverse work environment.
- Strong verbal and written communication skills.
- Clear criminal record check with vulnerable sector check and Social Development prior contact check.
- Bilingualism (French and English) is an asset. Please state your oral and written language capabilities.
- Valid Driver's license and access to a vehicle as travel is required.

**Interested applicants are invited to send a cover letter and resume to: [hr@vivanb.ca](mailto:hr@vivanb.ca)**

**Deadline for applications: December 2, 2022**

**We thank all applicants for your interest; only those selected for an interview will be contacted.**