

Help Wanted: Executive Director

The Executive Director of the Human Resources Center of Edgar and Clark Counties (for more information visit www.hrcec.org) has announced his intent to retire effective August 30, 2019, and the HRC Board of Directors has begun a search for his replacement. Serving as a catalyst and role model, the Executive Director is responsible for providing leadership and direction in accordance with HRC's mission, vision, and values.

The ideal candidate will have strong communication skills; a strong knowledge of behavioral health best practices and clinical operations; and experience with outpatient mental health, prevention, substance use disorder, and rehabilitation services within a community setting. Candidates must show an impressive employment history with progressive growth throughout their career. Key responsibilities include assuring high quality care; compliance with accreditation and regulatory entities; overseeing and directing the day-to-day operations of the agency; developing strategic and long range plans and policy and procedures in accordance with administrative guidelines and collaborations with other agencies; achieving budgeted financial objectives; marketing the organization; and developing and maintaining positive relationships with local and state officials, the managed care organizations, key health care providers, other provider organizations, and the public. The Job Description for this position is as follows:

JOB TITLE: Executive Director

DEPARTMENT/PROGRAM: Administration

The Executive Director is the chief executive of the Human Resources Center of Edgar and Clark Counties (HRC). The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent and ongoing achievement of its mission and financial objectives. In strategic planning, program development, revenue generation, budget management, quality assurance, compliance, staff development, and administration, the Executive Director will:

1. Ensure that the organization has a long-range strategy which achieves its mission and vision, and toward which, it makes consistent and timely progress.
2. Conduct official correspondence and negotiations; and execute legal documents as authorized by the board.
3. Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
4. Be responsible for the recruitment, employment, and release of all personnel, including paid staff, consultants, interns, independent contractors, and volunteers.
5. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
6. Inspire and encourage staff development and education.
7. See that an effective management team, with appropriate provision for succession, is in place.
8. Maintain a climate which attracts, keeps, and motivates a diverse staff of high quality.
9. Promote active and broad collaboration and participation with other human service agencies as deemed appropriate.
10. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
11. Maintain a working knowledge of significant developments and trends in the field.
12. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
13. Publicize the activities, mission, and vision of the organization.
14. Ensure that adequate funds are available to permit the organization to carry out its work.

IMMEDIATE SUPERVISOR: HRC Board of Directors

DIRECT REPORTS: Director of Behavioral Health Services, Director of Continuous Quality Improvement, Business Office Manager, Director of Maintenance, Medical Director (SUD)

DESIRABLE QUALIFICATIONS:

1. Proficient with managing and meeting multiple deadlines for multiple projects and work groups
2. Committed to providing equal and non-discriminatory treatment for all employment applicants and employees regardless of race, color, national origin, ancestry, citizenship status, religion, genetic information and testing, appropriate use of FML, sexual orientation and expression, gender/gender identity/expression, pregnancy, military or veteran status, military discharge status, disability, age, marital or protective order status, certain arrest records, homelessness, or any other characteristic protected by federal or Illinois State law.
3. Strong team-building, interpersonal and influencing skills, with ability to use fact-based and well-thought-out arguments to challenge all levels or change behavior/techniques, as appropriate.
4. Effective verbal and written communications skills, with clinical and non-clinical personnel across all levels of operational and functional groups, including proficiency in training, conflict resolution, and de-escalation techniques.
5. Experience in coaching, developing organizational leaders, and coordinating personnel
6. A belief in life-long learning and the importance of ongoing skill development
7. An infectious "can-do" attitude
8. A catalyst for progressive change in pursuit of the agency's vision and strategic objectives
9. A person-centered service philosophy which includes a strong belief in and commitment to the principles of recovery.
10. Detailed knowledge of various funding, regulatory, and accrediting bodies that impact programs and services.
11. Extensive knowledge of local community resources and needs.

MINIMUM QUALIFICATIONS:

1. Experience with creating and interpreting budgets, pro forma analyses and financial reports, and other key business analytics.
2. Excellent organizational and time management skills
3. Master's degree in psychology, counseling, rehabilitation, education, social work or other related area with a minimum of five years of experience with programs and services for persons with developmental disabilities, mental illness, and/or substance use disorders, psychology, rehabilitation, education, or other related area. In lieu of a Master's degree, a Bachelor's degree in a related field of study with at least 10 years of related work experience (or a current CRSS designation and 15 years of work experience) and a minimum of 3 years of supervisory experience is required.
4. Ability to pass background checks and drug screening.
5. An ability and willingness to work varied schedules and hours, including nights and weekends, as required by organizational needs and challenges.
6. Demonstrated leadership experience with an understanding of the dynamics of interpersonal relationships and methodologies to solve problems.

EEO CATEGORY: 1.1

SAFETY SENSITIVE POSITION: No

DRIVING IS ESSENTIAL FUNCTION: Yes

EXEMPT/NON-EXEMPT STATUS: Exempt

PHYSICAL REQUIREMENTS:

1. Walk up to 60% of the time.
2. Sit up to 90% of the time.
3. Lift up to 30 pounds, up to 10% of the time.

4. Reaching in front of body up to 75% of the time.
5. Simultaneous use of hand, wrist, and fingers, 41-75% of the time.
6. Talking 76-100% of the time.
7. Hearing for ordinary conversation 76-100% of the time.
8. Visual acuity for 20" or less, 76-100% of the time.
9. Work inside 80-100% of the time.
10. Drive a standard motor vehicle up to 5% of the time.

JOB HAZARDS:

1. Chemical Exposure: This job may involve use of hazardous chemicals. Safe handling procedures are required.
2. Blood Borne Pathogens: This job may involve exposure to blood borne pathogens. Universal precautions are required.
3. Ergonomics: This job may involve repetitive motion and/or keyboard related activities. Ergonomic procedures are required.

PAY GRADE LEVEL: IX

BENEFITS:

The Human Resources Center of Edgar and Clark Counties (HRC) offers a benefits package. Depending on the number of hours worked and tenure, employees may receive the following benefits:

- Health Insurance, including Rx
- Life and AD&D Insurance
- 401k with Employer Match up to 4% of Salary
- Worker's Compensation
- Paid Time Off Benefit Plan (Vacation and Sick/Personal)
- Paid Holidays (up to 10 days annually)
- Direct Deposit (up to 3 Different Accounts)

Benefits will be applied as stated in HRC's policies and are subject to change in accordance with HRC's policies.

TO BECOME AN APPLICANT:

- Your Curriculum Vitae, along with a cover letter indicating your interest in the position of Executive Director, must be received on or before April 15, 2019.
- You must meet the minimum qualifications for the position,
- You are encouraged to disclose their gender, race, veteran status, and referral source upon submission of their Curriculum Vitae and cover letter, solely to assist HRC to comply with government record keeping, reporting, and other legal requirements.
- Furthermore, you are encouraged to complete and submit DOL Form-CC-305, found at: https://www.dol.gov/ofccp/regs/compliance/sec503/Self_ID_Forms/VoluntarySelf-ID_CC-305_ENG_JRF_QA_508c.pdf.

Please email or mail materials to the address shown below:

Email: Search.Committee@hrcec.org

U.S. Postal Service: Human Resources Center Search Committee
Attention: Ken Polky, Executive Director
P.O. Box 1118
Paris, Illinois 61944