

January 2025

1616 N. Arlington Heights Rd.
Arlington Heights, IL 60004



Telephone 847 259 7730
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JOB DESCRIPTION

ACCEPTING RESUMES THROUGH FEBRUARY 14, 2025

POSITION TITLE: Mental Health Board Manager
REPORTS TO: Director of Finance and Administration
FULL-TIME: 32.50 Hours/Week, 9:00 am TO 4:30 pm
SALARY: Based on experience, \$70,000 - \$75,000

POSITION SUMMARY

Provide professional management and administrative support to the Wheeling Township Community Mental Health Board (MHB), which distributes annual funding in the areas of mental health, intellectual and developmental disabilities, and substance use disorder. Build working relationships with community partners. Manages funding distributed to agencies and programs serving Wheeling Township residents. Perform oversight of funding recipients by conducting compliance audits, and the review and approval of monthly reporting. Manage the preparation and implementation of the one and three year plan for the Mental Health Board. Experience with grant writing is a plus. This position is non-remote and will require working some evenings. Possibly a weekend or two as needed.

ESSENTIAL JOB FUNCTIONS

- Demonstrate leadership abilities, including initiative, and the ability to work independently, with teams, and MHB members. Complete projects under time constraints.
- Communicate effectively with the MHB in all meetings and provide timely and accurate information and data necessary for the MHB to make informed decisions.
- Maintain written one and three plan for the MHB.
- Prepare agenda for MHB meetings in cooperation with the MHB President.
- Prepare MHB minutes in cooperation with MHB Secretary.
- Conduct compliance audits and site visits of agencies and programs as directed by the MHB.
- Oversee applications, funding awards and reporting for all agencies receiving funding.

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- Maintain public information program for the MHB including website updates and brochures.
- Work with the Director of Finance and Administration administrating the Mental Health Board Budget.
- Serve as the MHB liaison to the funded agencies, community organizations, Mental Health planning bodies and Township Staff.
- Perform all other duties as assigned by the Director of Finance and Administration and Mental Health Board.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of mental health and/or human services.
- Familiarity with the Illinois Community Mental Health Act.
- Capacity to identify and manage multiple projects, programs and services in an efficient and effective manner with minimal supervision.
- Knowledge of public administration, project management and grant administration.
- Ability to work in a diverse team environment while utilizing strong evaluative and critical judgement skills.
- Ability to clearly convey instructions to employees or teams. Capable of speaking clearly and effectively before groups of people and answering questions appropriately.
- Ability to create and edit reports and correspondence from varied source materials.
- Ability to maintain effective professional relationships with elected officials, staff, residents, grantees and vendors.
- Ability to work effectively with residents that have a wide variety of mental and physical disabilities.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS

- Bachelor's degree in public administration, healthcare administration or non-profit administration.
- Two years related experience in local government, human services, grant administration or related field.
- Proficiency in Microsoft Office Suite: includes spreadsheets, database application and PowerPoint.
- Experience working with public boards a plus.

PHYSICAL DEMANDS

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.

- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require some light lifting, pulling, pushing and carrying of up to 25 pounds.
- Requires the operation of a motor vehicle.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is primarily executed indoors. However, it may require contact with outdoor weather at a special event activity participation.
- Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.

BENEFITS

This position is full-time salary at 32.5 hours a week. The position is not remote and will require some evenings as the MHB meets the second Wednesday of the month at 7 pm. This position offers a generous benefit package including paid time off, major medical, dental, vision, life and IMRF retirement.

Please send resumes to rstapleton@wheelingtowship.com