

JOB OPENING

SERTOMA CENTRE, INC.
4331 West Lincoln Highway, Suite E
Matteson, IL 60443

POSITION TITLE: Community Mental Health Liaison – CMHC – Full-Time

POSITION REPORTS TO: Community Services Manager

POSITION SUPERVISES: None

POSITION SUMMARY:

The Community Liaison position will focus on expanding the agency's collaborative partnerships in the community. This position will be responsible for educating the community about available services offered in various capacities and dedicated to identifying resources and partnerships for individuals supported who are considered homeless and experiencing a mental health crisis.

POSITION RESPONSIBILITIES:

- Contact local agencies and providers to learn more about their services. Develop collaborative partnerships with other agencies and/or providers. Provide presentations to them describing our services and grants.
- Attend and participate in resource fairs.
- Develop and attend networking groups in the community. Develop and organize at least one annual networking/resource event hosted by Sertoma.
- Develop marketing materials as needed. Create and deliver PowerPoint presentations.
- Educate consumers about our services and opportunities to engage in services. Link consumers to services as needed and when appropriate.
- Manage all referral contacts and maintain regular communication.
- Provide brief case management services to consumers when appropriate.
- Document and maintain records of all services provided.
- Continuously meet requirements of applicable licensing, funding, accreditation and other state/federal regulatory agencies; including safety requirements, agency policies and procedures, through utilization of systems to ensure compliance with all standards.
- Actively practice concepts established in safety training and policies and procedures to promote a safe, clean working environment.
- Perform other duties/tasks as needed and/or assigned.

QUALIFICATIONS:

- Bachelor's Degree is required; degree in Human Services preferred.
- Knowledge and/or experience in Mental Health Services.
- Minimum of one year experience in sales and/or marketing.
- Valid Illinois driver's license and documentation of current auto insurance, with a good driving record and car available.
- Must be willing to work evenings/weekends as necessary.
- Employee is required to possess the skill and ability to utilize all applicable technology and computer programs related to his/her position.
- Employee is required to remain compliant with all state/federal, position, agency, accreditation, and funding source training/licensing requirements including but not limited to CPR/First Aid post hire.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org,
click on "Job Opportunities" and "Search Here."

JOB OPENING

**SERTOMA CENTRE, INC.
4331 West Lincoln Highway, Suite E
Matteson, IL 60443**

POSITION TITLE: Peer Support Specialist – CMHC – Part-Time

POSITION REPORTS TO: Community Services Manager

POSITION SUPERVISES: None

POSITION SUMMARY:

This position's main focus is on interaction with individuals who are considered homeless and experiencing a mental health crisis. It is primarily responsible for providing education and information to that population on support and services available to them.

POSITION RESPONSIBILITIES:

- Develop an in-depth understanding of the services and resources offered by Sertoma.
- Educate homeless population of resources, support, and services available to them. Provide information about services verbally and through literature.
- Visit shelters and other homeless locations.
- Provide feedback and ideas to engage the homeless population. Engage in conversation with individuals regarding your personal recovery experience.
- Present professionally to all other providers and consumers.
- Collaborate with other members of Sertoma's clinical team.
- Attend meetings and participate as needed.
- Track data of contacts.
- Obtain Certified Recovery Support Specialist Certification within specified time frame.
- Continuously meet requirements of applicable licensing, funding, accreditation and other state/federal regulatory agencies; including safety requirements, agency policies and procedures, through utilization of systems to ensure compliance with all standards.
- Actively practice concepts established in safety training and policies and procedures to promote a safe, clean working environment.
- Perform other duties/tasks as needed and/or assigned.

QUALIFICATIONS:

- High school diploma required.
- Knowledge and/or experience in Mental Health Services.
- Must be in recovery from a mental health diagnosis or substance use.
- Ability to use transportation independently.
- Must possess basic computer skills and be able to perform data entry.
- Punctuality and reliability in the workplace is required.
- Must be willing to work evenings/weekend hours as necessary.

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JOB OPENING

**SERTOMA CENTRE, INC.
4331 West Lincoln Highway, Suite E
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POSITION TITLE: Grant Data Specialist – CMHC – Full-Time

POSITION REPORTS TO: Assistant Director of Operations

POSITION SUPERVISES: None

POSITION SUMMARY:

This position is based at our Community Mental Health and Counseling Center and provides assistance to the Assistant Director of Operations by carrying out administrative tasks associated with various programs as well as the agency billing system. Primary responsibilities include managing and tracking grant data, as well as managing the day-to-day business operations associated with various programs.

POSITION RESPONSIBILITIES:

- Track and manage grant data in systems used within the agency and provide assistance to staff regarding the use of these data systems. Provide reporting updates as well as formal reports to Assistant Director of Operations and any other identified parties related to the data collection for the grant.
- Implement and organize tracking systems, manage reporting outcomes, and communicate information effectively and efficiently to proper parties.
- Implement, manage, and maintain organizational systems consistent with compliance standards associated with CareLogic. Manage data in CareLogic for accuracy purposes, including but not limited to closing individuals from the program or the system entirely, and updating needed information.
- Gather and complete requests for records received from individuals, state, or government organizations.
- Complete all required agency management reports, billing, personnel documents, and other procedures as needed to ensure efficient operations. Maintain current departmental manuals.

QUALIFICATIONS:

- High school diploma required.
- Effective communication skills, both written and oral.
- Ability to work independently, with minimal direction and oversight. Must be a self-starter and a problem solver with the ability to take initiative.
- Must be well organized and detail oriented. Ability to multitask and operate in a team environment.
- Proficient in the use of computers, software applications, and working knowledge of Microsoft Word and e-mail applications.
- Valid driver's license and documentation of current auto insurance with a good driving record.
- Employee is required to remain compliant with all state/federal, position, agency, accreditation, and funding source training/licensing requirements including but not limited to CPR/First Aid post hire.

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