

## Chicago Hope Director Job Description

### **Position: Chicago Hope Director**

#### **Full-Time**

Chicago Hope is one of the five departments that represents the Chicago Center's 100-year legacy of answering the need in Jewish Chicago. Building "Hope" in the Jewish community by providing confidential referrals, guidance, and education to prevent and heal emotional suffering. The Hope Department strives to be the premier mental health referral and education resource of the Orthodox Jewish Community. The Hope client advocates apply an efficient systematic process to find services that fit the clients' particular needs, including religious observance and insurance. The staff at Chicago Hope believe in empowering each person who calls so that they can self-advocate for their wellbeing, improving their chances for long-lasting health and healing.

The Chicago Hope's Director envisions and develops a strategic plan that promotes mental health awareness, education, and advocacy within the Jewish community. The Director seeks opportunities to grow relationships and partnerships with key Jewish organizations and mental health agencies to streamline referrals, deepen the community's mental health access, and advocate for broader community resources. The Director will establish connections with Rabbonim, Schools, and other Community Organizations to serve as mental health resource for the community.

The Director will work directly with the CEO and COO the Chicago Center for the mission of the program. The Director collaborates with the Chicago Hope Clinical Consultant, and Program Coordinator to actualize the strategic goals and day to day operations of the Chicago Hope Program. The Director is responsible for oversight of the program outputs, data analysis, and educational content.

#### **Primary Duties and Responsibilities**

- Develops Strategic goals and educational programs for an annual calendar.
- Ensures smooth operations of educational and referral programs.
- Maintains systems analytics to determine effectiveness of program and strategic agendas.
- Maintains and grows networking connections within the Jewish community and broader mental health community.
- Collaborates with community agencies to provide most effective and strategic programming
- Develops educational material and oversees content publication.
- Manages referral program

#### **Qualifications**

The ideal candidate is highly driven, passionate, and conscientious, ready to dive in and manage a motivated team of specialists. They believe in collaboration, value feedback and employee input, but understand that the ultimate decisions are theirs.

##### *Preferred education, experience, and skills:*

- Degree in Social Work, Psychology, Neuroscience, Psychiatric Nursing, Counseling
- Minimum of 5 years of experience in the field of case management, counseling, school counseling, psychiatric nursing or non-profit management
- Excellent computer skills, particularly Excel
- Experience in project management (preferred)
- Experience with databases (preferred)

##### *Desired character traits and values:*

- Effective networking
- Highly skilled multi-tasking, prioritizing, delegating, and project management.
- Team-builder, transformational leadership
- Metric-oriented and data-driven