

February 2022 Vacancy Announcement

ADMINISTRATION

Executive Assistant provides executive administrative support to the President/CEO and completes a broad variety of administrative tasks that facilitate the President/CEO's ability to effectively lead the organization. **Qualifications:** Bachelor's degree. 3-5 years executive level administrative support experience.

Chief Operating Officer (COO) is responsible for facilitating efficient and seamless organizational operations for specific departments within the organization. He/she/they will provide leadership and direction to employees in Quality Assurance, Database Administration, Information Technology, Facilities, and Operations to ensure all organizational goals and objectives are met. **Qualifications:** Master's degree. 5-10 years executive level management experience.

FINANCE/ADMINISTRATION SERVICES

Accountant adheres to and enforces all agency policies and department procedures. To maintain the agencies cash disbursement journal, maintaining all subsidiary journals. Responsible for preparing and maintaining the analysis and summary of monthly cash and expense reports. This is to include the preparation of all related journal entries and accruals related to the duties and responsibilities. **Qualifications:** Bachelor's degree in accounting. 1-2 years of experience in accounting.

COMMUNITY ENGAGEMENT

Community Outreach and Engagement Specialist (COES) engage in all sectors of the communities we serve. As a Community Outreach and Engagement Specialist, you will build and maintain relationships with individuals and organizations that can support BEW's goals and objectives. The COES will represent the organization in various public settings. The COES will work to engage and educate the community about mental health and substance abuse and to facilitate services for individuals encountered that are or may be in need of those services. COES in many instances will be the primary point of contact for the organization. **Qualifications:** Highschool Diploma or equivalent. Transportation, License, and Insurance. Must be knowledgeable of identified communities and demonstrate the ability to engage with the identified population.

CRISIS CARE

Licensed Clinical Supervisor has the overall responsibility for assisting Chicago Police Department personnel in conducting crisis/mental health assessments and linking persons in crisis to community-based care. The Licensed clinician will accompany Chicago Police personnel to the homes of persons who have been identified as high utilizers of police services in lieu of seeking appropriate care via mental health and substance use treatment providers. This position is part of a police diversion project with the goal of reducing recidivism for persons with SMI/SUD from arrest and incarceration at Cook County Jail. **Qualifications:** Must hold a valid Illinois License as a Social Worker (LCSW) or Clinical Professional Counselor (LCPC).

PATH

PATH Case Manager provide clients with the following services: outreach, screening and diagnostic treatment, habilitation and rehabilitation, community mental health, substance use disorders treatment, referrals for primary health care, job training, educational services, and housing services. **Qualifications:** Bachelor's degree. Access to reliable transportation, valid IL driver's license and be willing to transport members.

TRIAGE

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The Mobile Crisis Intervention Specialist provides crisis intervention services within the West Side Communities of East and West Garfield Park, Austin, and North Lawndale. Mobile Crisis Teams (MCT) are established to respond to crises that are presented by persons with serious mental illness and/or substance use disorders. The MCTs provide 24 hour seven days a week crisis intervention and link persons with identified crises to services within the community. MCTs also respond to requests from the Chicago Police Department's local districts for assistance in responding to persons experiencing a mental health/substance abuse related crisis and are deemed appropriate for diversion from the criminal justice system.

Qualifications: Must possess a Master's Degree in a Human Services Related field; must qualify Bilingual preferred.

Intake Care Specialist utilizes crisis intervention skills and clinical skills to stabilize a crisis to avoid more restrictive levels of treatment. The CTS has the goal of immediate symptom reduction and stabilization. The CTS engage, de-escalate and/or situate all incoming crisis via phone and/or walk-in within the WCTWC. The CTS complete discharge and after-care plans and ensure linkage (i.e., warm- handoff) to appropriate services both internally and externally. **Qualifications:** Bachelor's degree in social service required.

Trauma Intervention Therapist provides individual and family therapy through trauma-informed interventions with individuals dealing with mental health and substance use disorders. The Trauma Intervention Therapist is responsible for assessing each individual's needs and provides ongoing clinical support making appropriate referrals and works as part of a multidisciplinary team. **Qualifications:** Master's degree in psychology, social work counseling or related field required.

ADULT OUTPATIENT

Director of Addiction Services is responsible for all substance abuse programs and carry out with BEW policies and philosophy of care. The Director is also responsible for providing leadership regarding program development and expansion of services as well as leading the agency in program related audits. **Qualifications:** Bachelor's degree required; Master's preferred. CADAC required. Knowledge of behavioral health diagnoses and use of DSM-5. Knowledge of substance use, the use of ASAM and medication assisted treatment (MAT).

Clinical Therapist provides a variety of therapeutic intervention appropriate for the consumer's needs including counseling, and outreach/case management services to an assigned caseload. **Qualifications:** Master's degree required in psychology, social work, counseling, or related field.

RECOVERY SUPPORT

Recovery Support Specialist provides peer led and direct support to individuals suffering from mental illness and/or substance use issues. **Qualifications:** High school diploma or equivalent. Access to reliable transportation. Must live on Chicago's Westside.

RESIDENTIAL

Residential Services LPN serves as a member of the Residential team that promotes a secure and supportive milieu. The person has primary responsibility for dispensing and monitoring medication residents. In addition, the Nurse is also expected to teach and promote the development of community living skills. **Qualifications:** Current IL LPN license.

Residential Assistant is to provide supportive milieu to help stabilize a person experiencing a psychiatric/emotional crisis and to work with the supportive living facility residents to develop independent living skills. **Qualifications:** High school diploma or equivalent. One-year social service experience.

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TRANSITIONAL COMMUNITY CARE, CST, AND DROP IN CENTER

Individual Placement Specialist is responsible for the provision of effective structured intervention techniques that would ultimately empower the consumer in obtaining and maintaining competitive employment in the real employment world.

Qualifications: Bachelor's Degree in a Mental Health or related field. At least 3 years of work experience with the mentally ill population.

Peer Support Specialist (PSS) supports, mentors and assist members to achieve community inclusion, participation, independence, and recovery. The PSS will have a unique background and skill level from their own personal experience.

Qualifications: High school diploma or GED. Access to reliable transportation, valid IL driver's license and be willing to transport member.

Case Manager MIDD primary responsibilities include performing case management, individual counseling/therapy, prompt intervention, assessment, treatment planning and implementation, as well as monitoring services for an assigned caseload comprised of mentally ill and developmentally challenged individuals. Additional duties include outreach, medication monitoring, medication training and electronic records keeping in compliance with agency policy and procedures.

Qualifications: Bachelor's degree in psychology, social work or mental health. One year experience working with the developmentally challenged.

Case Manager CST provides supportive services to severely mentally ill adults who have a history of multiple psychiatric hospitalizations and need a variety of services to achieve community stabilization and to implement a plan of recovery.

Qualifications: Bachelor's degree. Access to reliable transportation, valid IL driver's license and be willing to transport members.

Facilities

Driver is responsible for the safe operation of the agency vehicles, transportation of individuals served in the agency programs, and supervision of clients while in transit. Drivers are needed in multiple departments. **Qualifications:** High school diploma or equivalent. Valid Illinois driver's license and good driving record.

Maintenance Team Lead are to assist the Manager of Facilities with inspecting different equipment and perform any basic repairs or preventative maintenance when required and oversee the Maintenance staff. To do well in this role you should have previous experience in maintenance, be highly skilled with various hand and power tools and be able to read repair manuals.

Qualifications: High school diploma. 3-5 years maintenance experience.

Cook is responsible for meal preparation and is to follow established protocol, including Food Health and Safety Procedures. The cook will also assist with food service transport. **Qualifications:** High school diploma or equivalent. Valid Driver's License is required. Must be willing to transport food to other locations. Must have a Food Service Handlers License.

To apply, please submit a resume.

Email: vcrenshaw@bewcbhc.org

Fax: 773.733.4013

Please add job title in subject line for position applying.

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Bobby E. Wright Comprehensive Behavioral Health Center is an Affirmative Action/Equal Opportunity Employer. We welcome qualified applicants without regard to race, color, religion, sex, national origin, age, disability status, veteran status, marital status, sexual orientation, or any other lawfully protected status.