The Mental Health and Wellness Director position reports directly to the CEO. This person is responsible for the leadership of the Mental Health and Wellness Department including oversight of staff, programs and community outreach and partnership. The Director plans and directs the activities of the Mental Health and Community Based Services, develops budgets, and actively participates in development of all programs.

This position, and team, provides services to the large geographic culturally complex regions of Linn, Johnson, Benton and other southern counties. As a result, this team is able to gain insights into the regions unique complex cultures, understanding the impact of demographic and economic trends on individuals and families.

Horizons Mental Health and Wellness Department

Horizons Mental Health and Wellness Department provides individuals and families with children experiencing conditional and situational stress adversely affecting stability, individually tailored and culturally appropriate support. This department includes two primary programs, therapy and Community based programs. Services includes parenting education, life skill building, homicide and violent crime advocacy,
support groups, individual, couple and family counseling, and group therapy.

Organization

Horizons and its affiliate Elder Services Incorporated (ESI) employs a multidisciplinary holistic strength based business. Through four distinct yet incorporated efforts, Community Health and Nutrition, Mental Health and Wellness, Neighborhood Transportation Services and Financial Health & Wellness, staff through internal cross departmental collaboration provides clients access to all programs. Our approach, developed with purpose, allows us to leverage supports inconsideration of the whole person and family. As a result, we are able to address systems barriers adversely impacting economic and health stability of or clients.

POSITION RESPONSIBILITIES:

1. Staff and Program Development 30%

Responsible for direct supervision of two staff, the Community Based Program Manager (CBPM) and the Clinical Director who manage the day to day oversight of approximately 14 individuals. Create and manages infrastructure for team member independence to manage their work
consistent with the department goals – with a focus on strength based service approach.

A. Program Development, Management and Evaluation

- Recommend annual program goals, strategies and tactics. Develop, with the team, an annual program implementation plan. Understand demographic trends, grant accountabilities and the vision of the program.
- Responsible for program evaluation of outcomes and measures development.
- Assures compliance with Medicaid, COA, agency, and all licensing standards.

B. Staff Supervision, Coaching and Leadership Development

- Establish a strong team thorough staff leadership development and coaching. In partnership with full MHW team and HR Director establish capacity building plan connected to team goals and required training.
- Ensure each staff member has an annual work plan connected to the goals of the team. Provide staff infrastructure and support to implement a strength based service delivery approach.
• Determine best way to manage various program such as the coordination of Employee Assistance Programs and acts as a liaison to all contracted companies.

2. Grants and Budget Management 20%

Develop and manage the team budget. Ensure grants are written, submitted and managed according to requirements by way of supervision of the CBPM. Both of these functions are completed in partnership with and support of Fund Development Director, Finance Director and MHW Director.

A. Grant Management and Reporting Supervision (CBPM):

• Provide oversight of four grants acting as a liaison and nurturing relationships with grantees on behalf of the entire department.

• Author annual grants, handle quarterly, mid-year and year end reports.

B. Budgets Development and Management:

• Ensure staff are current on grant report invoices, etc.

• Communicate with the state regarding financials and program data, in partnership with Finance.
3. Partnership and Alliance Building 50%

Our approach, culturally based, is in consideration of and service to the whole person and family. To achieve cross department, cross cultural and the establishment of strategic partnership, have established an internal and external service integration model.

A. Internal Integration

- Participates in the following internal groups to support service to the whole person; leadership team, MHW department wide meeting and other strategic efforts.
- As a part of the MHW Team work plan, reviews quarterly, evaluates the cross-department service integration model with current clients and make organization wide recommendations for strengthening both the integration service model and strengthen based approach.

B. External Integration and Outreach – Continue to build agency and department reputation

- Partnership development to support the agency and program. Identify growth potential, long term partnerships and incorporate these
partnerships into annual team work plan and goal, with an emphasis on cultural competency.

- Information sharing and alliance building. Establish a community and region leadership role in educating and informing agencies, funders, partners, etc. as it relates to individual and family health and wellness.
- Participate in community outreach through presentations and other community events. Investigate partnerships, coalitions, groups where Horizons should consider participation.
- Both markets Mental Health and Community Based Programs within the community and collects data regarding growth potential to address client and trending community needs, especially in regards to cultural diverse populations, non-English native language speakers and people of color.

EXPECTATIONS FOR ALL EMPLOYEES:

1. All employees shall be responsible to learn and comply with all safety and health rules and regulations applicable to their work. It is their further responsibility to support Horizons in providing a safe place to work and to protect themselves, co-workers, and clients against injuries or illnesses.
2. Understand HIPAA regulations and report potential infractions to Human Resources.

3. Recognize and build on the cultural diversity of our clients and co-workers. Display sensitivity and responsiveness to cultural differences of staff and clients.

4. Attend training as directed; attains agency, funders and state training requirements.

5. Actively, assertively, and thoughtfully participates in staff meetings on a regular basis, as scheduled by the supervisor.

6. Includes volunteers in department and job function.

EDUCATION AND EXPERIENCE:

The Director for Mental Health and Community Based Services must possess a Master’s degree in social work, nursing or counseling, maintain licensure at the LISW or equivalent level, have Certification as an Employee Assistance Professional or working toward this, five years social work or equivalent relevant professional and supervisory experience.

SKILLS AND ABILITIES:
The Director for Mental Health and Community Based Services must have experience in program management and program development, with demonstrated ability to conceptualize case treatment and express conceptualization and knowledge base clearly. Skilled working with diverse groups and populations. Must have effective presentation, organization and time management skills. Must possess the ability to maintain a positive consistent attitude in working with staff and clients, including holding the belief that people have the capacity to grow and change. This position is a mandatory child abuse reporter and must be re-certified every five years.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Horizons is an Equal Opportunity Employer.

QUALIFICATIONS:

1. Must provide vehicle for own transportation.
2. Must possess a valid Iowa driver’s license.
3. Must possess valid auto insurance.
4. Must supply all needed records
5. **Must be able to be certified as not having been involved in abuse to children or adults.**

6. **Must be able to be certified as not having been involved in criminal activity.**

**HORIZONS’ SHARED VALUES:**

**Family:** We go above and beyond for each other at Horizons because we believe in one another. Treating each other with respect, providing support and giving trust. We come together to celebrate our accomplishments. We encourage the heart.

**Team Work:** We work together toward common goals. We understand the value of collaboration in the workplace. We communicate and get involved at Horizons to help our community. With a sense of unity, reliability and flexibility to change, which supports an empowered way of working. We enable others to act.

**Accountability:** We do what we say we will do, with an ownership mentality. Holding each other accountable by being clear with expectations and feedback. We build trust through accomplished goals.

**Integrity:** We demonstrate sound moral and ethical principles in all that we do. We foster honesty, trust, and clear, frequent communication. We lead by example and model the way.
Knowledge: We seek to understand the ‘Why’. We challenge the process and strive to continuously grow. We are aware and share information to make good decisions. We are a team of lifelong learners that are committed to developing leaders.

Compassion: We seek to understand the feelings of others while showing kindness & respect. We desire to help others. We are committed to our mission to instill hope, change lives, and brighten futures of those we serve through the work we do.

Open-mindedness: Horizons encourages creativity and new ideas. We embrace diversity while recognizing and respecting others’ points of view. We pushing ourselves out of our comfort zone. We have a drive to learn.

Building Relationships: Horizons’ employees build strong and diverse relationships with all of our Stakeholders and the community we serve. We communicate openly and honestly as we listen to understand. Horizons Inspires a shared Vision.