

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 – CMHC

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:

- Develop an in-depth understanding of the services and resources offered by Sertoma.
- Cultivate and maintain community partnerships with the goal of generating referrals and teaming with other organizations to best serve consumers.
- Create and distribute media providing education about Sertoma's services including brochures and presentations.
- Create and maintain a list of contacts for community partners and actively maintain communication with those partners.
- Develop and attend networking groups in the community. Develop and organize at least one annual networking/resource event hosted by Sertoma.
- Educate consumers about our services and opportunities to engage in services. Link consumers to services as needed and when appropriate.

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.
- Employee is required to possess the skill and ability to utilize all applicable technology and computer programs related to his/her position.
- Punctuality and reliability in the workplace is required.
- Must be willing to work evenings/weekend hours as necessary.

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.
4343 West 123rd Street
Alsip, IL 60803

POSITION TITLE: Volunteer Services Manager – Part-Time

POSITION REPORTS TO: Director of Advancement and Communications

POSITION SUPERVISES: Volunteers

POSITION SUMMARY:

This position is responsible for planning, organizing and implementing all aspects of the volunteer program in order to serve the needs and opportunities of Sertoma Centre, Inc., hereafter known and referred to as Agency. The Volunteer Services Manager provides leadership and direction to a large number of volunteers and works cooperatively with Agency staff, Board and members, as well as partner organizations and businesses, and promotes outreach among the diverse populations in the area.

POSITION RESPONSIBILITIES:

- Execute a volunteer plan which provides support for Agency program services, special events, fundraising, communications, and administrative operations.
- Recruit, interview, and place applicants for volunteer work. Track and report on volunteer projects and hours contributed.
- Oversee and maintain schedules for all volunteer projects/placements.
- Develop, promote, and maintain a wide range of volunteer opportunities within the organization.
- Work with Agency staff to develop and maintain volunteer job descriptions, orientation, and training programs for current projects.
- Develop and maintain relationships with other volunteer organizations within the area. Host and attend recruiting events within the community to attract qualified candidates.
- Develop and manage volunteer policies, procedures, and standards of volunteer service.
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate.

QUALIFICATIONS:

- Bachelor's Degree in related field or comparable experience.
- Two years of supervisory experience and program development experience.
- Experience in working with individuals with intellectual/developmental disabilities and those with mental illness preferred.
- Excellent oral and written communication skills.
- Valid driver's license and documentation of current auto insurance, with a good driving record and car available.
- 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.
- Employee is required to possess the skill and ability to utilize all applicable technology and computer programs related to his/her position.

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