United Way of Lee, Hendry, Glades

Position Title: Mental Health Services Manager
Supervisor: Hendry and Glades Manager
Classification: Full time - Exempt
Salary Range: $40,000 - $45,000 DOE
Location: Hendry and Glades Counties
Application Deadline: December 20, 2022, 5:00 PM
Submit Cover Letter and Resume: Lisa@UnitedWayLee.org

This position is a grant funded position for the duration of three (3) years through the Criminal Justice Mental Health Substance Abuse Implementation (CJMHS) Grant, in partnership with The Hanley Foundation.

ABOUT UNITED WAY OF LEE, HENDRY, AND GLADES
United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer-driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is an $16 million nonprofit social services organization with 70+ employees. The majority of funding is from private donations, although UWLHG also receives local, state, and federal grants.

BASIC FUNCTION
The Hendry and Glades Mental Health Services Manager is responsible for all aspects of the Hendry and Glades Counties Mental Health Services Center and United Way House in Clewiston which includes first and foremost the establishment of the Center, recruitment and coordination of agencies utilizing the Center, knowledge of available resources for clients seeking Mental Health services, coordination of services for clients, and related special initiatives.

JOB DUTIES AND RESPONSIBILITIES

- Work closely with Hendry County staff to oversee the establishment of the Clewiston United Way House, which will also operate at the Hendry and Glades United Way Mental Health Center.
- Diligently work to recruit mental health-related services to operate within this location from all surrounding counties, including the east coast of Florida.
- Work to recruit and establish other human services to provide wrap-around programs at the Clewiston United Way House.
- Manage the daily operations of the Hendry and Glades United Way Mental Health Center and United Way House, including monthly service reporting and coordination of services and partner agencies.
- Work closely with The Hanley Foundation on the Criminal Justice Mental Health Substance Abuse (CJMHS) Reinvestment Implementation Grant for the duration of three (3) years of the grant.
- Oversee the implementation and day to day operation of any mental health-related Telehealth activities in Hendry and Glades Counties within the United Way House network and other relevant locations.
- Collaborate with United Way Director of Grants and Contracts to ensure that United Way reporting is accurate and follows the funding requirements as outlined by The Hanley Foundation.
• Communicate regularly with United Way 211 to ensure services are accurate in the database as well as to facilitate direct service needs.
• Assist with the development of Clewiston-based relationships to support the United Way campaign and its community initiatives.
• Assist the Hendry and Glades Manager and Hendry and Glades Coordinator in any administrative or operational capacity, as needed.
• Problem-solve in collaboration with the Hendry and Glades Counties Manager and Coordinator for the betterment of the community and network.
• In the event of a natural or man-made disaster, work in collaboration with local government as needed, to assist the community.
• Work with multiple departments to achieve individual and departmental goals as assigned by the Vice President of Community Impact.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications: The following requirements are representative of the knowledge, skill and/or ability required to satisfactorily perform the essential job duties.

Education and/or Experience: Minimum of AA degree or comparable work experience. A minimum of 5 years of experience in the field of case management, program management, social services, and mental health services experience preferred. Prior experience for nonprofit employer preferred. Experience with Crisis Intervention Training ideal.

Knowledge: Strong organizational and administrative skills required.

Interpersonal Skills: Excellent active listening, and interpersonal skills required. Strong problem solving, critical thinking, prioritization, and judgment skills required. Must be able to multi-task and work in a high-energy and fluid environment with varying deadlines.

Language Skills: Ability to write clear and concise reports, referrals, and correspondence. Ability to present information and respond to client questions seeking services from local mental health/behavioral health providers.

Computer Skills: Requires knowledge of MS office software and data base programs.

Presentations Skills: Occasional public speaking may be required.

Licenses: Valid Florida Driver’s License with a driving record that meets our insurance guidelines.

Other Skills: Problem solving capabilities and cultural diversity skills.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with events or special projects. Specific vision abilities required by
this job include close vision, distance vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

This is a full-time, exempt position. Days and hours of work are typically weekdays between 8:00 am – 5:00 pm. Evening and weekend events to be required as job duties demand.

**This position is a grant funded position alongside The Hanley Foundation for the duration of three (3) years through the Criminal Justice Mental Health Substance Abuse Implementation (CJMHS) Grant.**

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information, or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

**Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Level II background screening will be conducted because of the nature of the position. Applicants may be asked to take an online skills assessment.**

**Additional Information:**
UWLHG is an exceptional workplace that can provide you with:
- Opportunity to work with smart, passionate, and enthusiastic team members and volunteers
- Working with diverse staff and other constituents
- Culture of high-performance expectations and accountability
- Exciting and challenging work
- Opportunity to help solve the community’s toughest problems
- Competitive pay that is commensurate with demonstrated successful performance and experience
- Paid Health and Dental Insurance for employee, 401k, and Monthly Accrued PTO

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**I understand and agree to the duties and expectations of my role as outlined in this job description.**

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Employee Name

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Employee Signature                        Date