**EXECUTIVE DIRECTOR FOR NON-PROFIT MENTAL HEALTH RESIDENCE**

Bletzinger Rehabilitation House is a Community Based Residential Facility (CBRF) that houses mental health consumers and those that are dually diagnosed with substance addiction. We have 7 two bedroom apartments that provide residents with the opportunity to practice independent living skills.

The Executive Director (ED) is responsible for the daily management of the staff, program, budget and physical plant. The ED promotes programming and services to potential referral sources across the state, primarily county mental health programs, and maintains positive relations with these agencies.

The successful candidate will possess the personal attributes of flexibility, organization, self-motivation, self-determination, self-reliance, a sense of humor, patience, and the ability to work without supervision. The ED reports to, and works cooperatively, with a volunteer Board of Directors. The ED must possess the physical and emotional capacity to multi-task and address the issues that regularly arise when supervising services for mental health consumers. The ability to navigate two flights of stairs is essential. Occasional weekend and overnight hours may be required when the need arises. CBRF Certification and Comprehensive Community Services (CCS) program certification are required within 3 months of hire. Annual CBRF and mental health training required.

A Bachelor’s degree in the human service field, plus at least three years’ experience in administration, mental health services, personnel supervision and budget/bookkeeping oversight are required. Knowledge and/or experience working in a non-profit agency, with mentally ill and AODA consumers, as well as experience working in a residential facility, are a plus.

Criminal and caregiver background checks required. Competitive wage and excellent benefits.

Please send resume by September 30, 2020 to [bletzhouse@gmail.com](mailto:bletzhouse@gmail.com)

**ESSENTIAL FUNCTIONS**

**PERSONNEL**

1. Recruit, interview, hire and orient new employees.
2. Review employee performance according to established guidelines for probationary status and annual review process.
3. Maintain personnel files in accordance with Federal and State Wage and Labor Standards as well as WI DHS licensing requirements, CBRF regulations, and CCS certifications.
4. Develop and maintain Personnel Handbook and Policy and Procedure Manual. Ensure that staff are aware of, and following, necessary rules and policies

**PROGRAM**

1. Monitor day-to-day program operations of RHI.
2. Participate in the on-call schedule along with Resident Service Coordinators.
3. Ensure that the focus of the program matches the needs and desires of the referral sources, responding to changing trends in service needs as identified.
4. Preserve the integrity of individualized, person-centered service provision.
5. Oversight of Individual Service Plan (ISP) development for each resident, and subsequent implementation.
6. Assist with, and oversee, activity planning for the residents to ensure they receive a variety of healthy social and educational opportunities.

**PUBLIC RELATIONS**

1. Present a professional image, open communication and positive relations with neighbors, member of the community, referral sources, residents’ families, and other RHI customers.
2. Promote the mission of RHI as well as that of all community mental health service providers in order to educate and advocate for mental health consumers to decrease the stigma associated with these illnesses.
3. Market RHI services to potential referral sources in order to maintain RHI census.
4. Create and maintain the agency’s website and promotional materials.
5. Develop and distribute an Annual Report each year.

**RESIDENT PLACEMENTS**

1. Screen referrals and conduct assessments of referrals to determine appropriateness for placement at RHI.
2. Oversee staff as they maintain residents’ charts, files, ISP, coordination with referral sources and community contacts, all while maintaining strict confidentiality.
3. Work with staff to assist residents in achieving their goals towards independence and recovery.
4. Participate in staffings with RSCs, residents and their community support team in order to ensure RHI is providing necessary services and support for each resident.

**PURCHASING & FINANCE**

1. Responsible for purchases for facility.
2. Oversee HUD paperwork and voucher process.
3. Provide checks and balances for bookkeeper’s work.
4. Oversee payroll process by approving time cards and reconciling with accountant once she has entered information into QuickBooks.
5. Review, approve, and track employee requests for vacation and holiday time off.
6. Keep accurate, up-to-date records of full time employee use of PTO.
7. Seek appropriate grant opportunities and funding through established grant writing procedures. If grant monies are received, responsible for tracking and reporting as requested by funding source.
8. Provide written Director’s Report regarding activities, concerns and expenses of the past month to the members prior to each monthly Board Meeting.