

# *Community Mental Health Board of Oak Park Township*

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## **POSITION DESCRIPTION**

Revised October 19, 2021

**POSITION TITLE:** Associate Director of Contracts & Partnerships  
**DEPARTMENT:** Administration  
**FLSA:** Exempt  
**APPROVED BY:** CMHB ED

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## **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** Executive Director  
**POSITIONS SUPERVISED:** Interns/Volunteers

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## **POSITION PURPOSE**

Under the supervision of the Executive Director, responsible for all aspects of the application process and compliance with contract requirements, including reviewing and analyzing applications for funding, developing contracts and funding parameters, as well as monitoring of service delivery, billing, and outcome of services, as related to utilization of local government funds for the purchase and coordination of community mental health, intellectual/developmental disability and substance use disorder services for residents of Oak Park Township. Builds community partnerships to support activities related to identifying community needs and coordinating funding within Oak Park. Position is full-time with an excellent benefit package.

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## **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

**Provide support to the Community Mental Health Board functions and activities:**

### **A. Community and Partner Engagement**

1. Build and manage community partnerships that directly and indirectly support mental health, substance use, intellectual/developmental disability services in the Oak Park community to move forward the CMHB strategic plan goals and objectives. In coordination with the Executive Director, serve as chair, co-chair, committee member, or liaison where appropriate.
2. In coordination with the Executive Director and Board of Directors, develop and implement strategic funding priorities based on community need and best practices.
3. In coordination with the Executive Director, serve as chair, co-chair or liaison (where appropriate) to appropriate associations, committees, and partnerships, with the purpose of understanding legislative changes, funding regulations, and best practices that impact CMHB's grantees and community served.
4. Attend and support school, wellness, and resource fairs to share information about the benefits of the CMHB to the Oak Park community and regional partners.
5. Coordinate and develop monthly community trainings for professional development and caregiver support systems. Existing trainings include but are not limited to Riveredge Hospital and IPHA.

6. Work with grantees to support collaborative work to advance knowledge and practice in the field. Provide guidance and assistance on program strategy, assessments, and other aspects of building capacity and program development.
7. Coordinate with the Program Manager for the Health Connection Hub to enhance platform and maximize algorithms. Monitor agency and community engagement and utilization to ensure that the Hub outcomes increase actualized referrals to services.
8. Implement marketing campaigns and social media tool-kits with community partners for national awareness months to enhanced community education.

**B. Direct All Activities of the Application and Contract Development Process.**

1. Develop and issue requests for proposals based on needs identified through gaps analysis and the strategic plan of the CMHB.
2. Conduct thorough evaluation of applications, ensuring eligibility and appropriateness of the request. Manage all aspects of the new application process, including securing all required organizational information prior to a new application review.
3. Develops recommendations for funding (and reallocation for current funded agencies when appropriate) to the Board of Directors.
4. Manage all contracting and documentation, including but not limited to contract and contract appendices development, types of services, rates and rate methodology, goals and objectives, clinical record keeping requirements, and post payment review procedures.
5. Evaluate six month and twelve month reports on program(s) activity and compliance, including service statistics, outcomes, and audit results, and report on activities to the Board of Directors.
6. Provide ongoing training and assistance to funded agencies with funding applications and quarterly reporting of data through the CMHB internet database.
7. Serve as primary point person for grant management software and ensure all records are accurate and up-to-date.

**C. Contract Compliance**

1. Completes a quarterly desk-top review of agency billing, service statistical reporting and performance data. Serves as primary liaison to all agencies regarding missing or incomplete data, contract performance, and contract compliance.
2. Evaluates ongoing service delivery, current levels of funding, billings, and program outcomes.
3. Stays up-to-date on budget and rate methodology, such as direct costs, indirect costs, management allocations and related fiscal terminology, and makes recommendations on budgets and rates as needed.
4. Assists the CMHB auditor in annual compliance site visits. Prepares billings to be audited and schedules audits with agencies.
5. Prepares all required reports for the Executive Director, Executive Committee, and Board of Directors for purposes of program oversight and to maximize fiscal responsibility.
6. Provides fiscal oversight for all grantee spending. This includes but is not limited to: maintains fiscal database; monitors budgets, spending, and reallocations; and prepares quarterly reports for claims and payments.

**D. Other Essential Duties**

1. Coordinate and attend CMHB meetings, and other events as needed.
2. Maintain HIPAA and document storage compliance with hard copy and electronic communications of all major documents, correspondences, and files.
3. Recruit, train, and supervise interns, AmeriCorps members, and/or loaned staff.
4. Maintain compliance with all intern or AmeriCorps requirements for placements.
5. Other duties as assigned.

## QUALIFICATIONS

**EDUCATION/CERTIFICATION:** Master's degree in relevant field preferred. Bachelor's degree in relevant field required.

### REQUIRED KNOWLEDGE:

- Competency working in Microsoft Office Applications Word, Excel, and Outlook Explorer, Power Point, Internet researching capabilities, and experience in database programs.
- Education and experience working with social service agencies.
- Knowledge in financial management and contract compliance.

**EXPERIENCE REQUIRED:** At least five years' experience working for a governmental, non-profit or other funding or oversight agency in contract management, contract compliance, and program development required. Experience in the areas of mental health, substance abuse and/or developmental disorders preferred.

### SKILLS:

- Must possess a significant level of responsibility and initiative and demonstrate good judgment.
- Excellent organizational skills.
- Excellent writing skills.
- Strong interpersonal abilities.
- Solid organizational and analytical skills.

### ABILITIES:

- Ability to take direction from others.
- Ability to work with diverse service providers and promote inter-agency cooperation.
- Ability to understand and assist in monitoring funded program's statistical and outcome data and ensure agency compliance with CMHB contract requirements.
- Ability to resolve office administration and operating issues quickly and independently, and capable of anticipating the needs of the CMHB office administration.
- Ability to communicate effectively both orally and in writing.
- Competence in the use of computer applications such as word-processing, spreadsheets, databases and Internet applications.
- Ability to work independently on multiple projects, under strict deadlines.
- Ability to exhibit a professional demeanor capable of acting as an extension of the CMHB to internal and external parties.
- Ability to establish and maintain satisfactory working relationships with CMHB Directors, staff, consumers and their families, service providers, public officials, and the general public.

## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

**TALKING:** Able to convey detailed or important information or ideas accurately, calmly and articulately.

**AVERAGE HEARING:** Able to hear average or normal conversations and receive ordinary information.

**AVERAGE VISUAL ABILITIES:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

**PHYSICAL STRENGTH:** Sedentary work; sitting most of the time. Ability to occasionally lift weight up to 25 lbs.

**TRAVEL:** Local travel is required for this position. Possession of a valid drivers' license and reliable transportation is required.

## **WORKING CONDITIONS**

**NONE:** No hazardous or significantly unpleasant conditions (such as in a typical office).

## **MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

**REASONING ABILITY:** Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw conclusions. Able to interpret an extensive variety of technical instructions and can deal with several abstract and concrete variables.

**MATHEMATICS ABILITY:** Ability to work within an Excel Spreadsheet for basic statistical functions

**LANGUAGE ABILITY:** Ability to read periodicals, journals, manuals, dictionaries, and thesauruses and synthesize important information or ideas.

Ability to write business letters, minutes, proposals, summaries, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Ability to verbally communicate with other CMHB staff, CMHB board members, service providers and the general public clearly, concisely and calmly.

## **INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by the CMHB Board of Directors as deemed appropriate.*

*In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*