

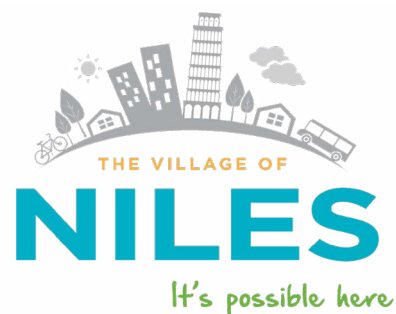


# NILES, ILLINOIS FAMILY SERVICES DIRECTOR



# NILES, ILLINOIS

## FAMILY SERVICES DIRECTOR



### THE COMMUNITY

Niles, IL (30,912) is conveniently located on the northwest border of the City of Chicago and is proudly built upon friendly, multi-cultural neighborhoods, with best-in-class services, low taxes, and efficient multi-modal transportation for all its residents—urban professionals, young families, and senior citizens alike. Bordering Chicago, Niles is safe, clean, and conveniently located, with good schools, and a community which embraces ethnic diversity and comes together to enjoy events, festivals, and cultures. Niles is truly easy to do business with and is home to several major corporations and signature businesses.

### DEMOGRAPHICS GENERAL INFO

Population: approximately 30,912

Daytime Population: approximately 35,000

County: Cook

Township: Maine and Niles

Size: 5.85 square miles



## THE VILLAGE

The Village of Niles consists of 12 departments: Village Manager's Office, Community Development, Economic Development, Family Services, Finance, Fire, Fitness, Human Resources, IT, Police, Public Works, and Senior Center with a total municipal operating budget of approximately \$85 million. Niles is one of the few municipalities that provides a complex degree of professional services to all residents, no matter their situation.

The Village has 465 employees comprised of full-time, part-time, and seasonal staff, and has collective bargaining agreements with five labor units representing employees in Fire, Police, Public Works, and several other departments. The Village is a home rule municipality and is governed by an elected Village Board of Trustees which consists of a Village President and six Trustees that operate under a Trustee-Village form of government.



## THE DEPARTMENT

The Family Services Department builds supportive networks between residents, their families, schools, and the larger community. The Family Services Department has 7 full-time and 14 part-time professionals using an integrated care model and working with residents of all ages to improve their wellbeing through in-person and telehealth therapy options. Expanding community wellness efforts, the Department coordinates and hosts informational seminars for local businesses, schools, and community groups to support community wellness. The Family Services Department has a strong commitment to all cultures within the community, with services provided in multiple languages.

A unique part of the Family Services Department is the Teen Center, which seeks to develop, connect, and invest in local teens by providing a welcoming, structured, and safe environment.

## THE POSITION IN BRIEF

The Village is seeking a trustworthy, progressive leader for the Family Services Department and Teen Center. The Family Services Director provides resources and support related to wellness, mental health, recovery, and other community social service needs. The position reports to the Village Manager and is appointed by the Mayor and Board of Trustees.

- Effectively implement best practices, and strengthen and enhance the efficiency of the Department's operations and supported programs.
- Administer direct counseling and therapy services, as well as referrals for comprehensive assistance.
- Provides guidance for legal and ethical issues.
- Perform case management.
- Carry a limited case load which may include individual, family, marital, group, financial and community cases.
- Provide 24-hour emergency response coverage for community crisis work on a rotating basis.
- Demonstrate cultural competence in all interactions with clients, members of the public, Board members, and staff while consistently providing high level of customer service and courtesy.
- Develop and administer the Department's \$1.3 million operating budget.

## CHALLENGES AND OPPORTUNITIES

- Develop the Engage Program to support and provide stability to those struggling with addiction in the Niles Community.
- Coordinate cohesive youth mental health and wellness program for Niles youth that meets the challenges of today's youth.
- Develop the Senior Services program to provide effective community supports that improve the health and overall well-being of Niles senior population.
- Build the efficiency of Family Services office operations and program supports.
- Increase department visibility in the community.



## THE IDEAL CANDIDATE

- Candidates must have a master's degree in social work or related field, minimum of 5 years' work experience as an Administrator, Clinical Director, or related position of social service/mental health/counseling agency, including supervision.
- LCSW is required and CADC certification preferred and highly valued.
- Grant writing and management experience is preferred.
- Must possess a valid Illinois driver's license and a satisfactory driving record.
- Will have experience with Federal, State, and local laws regarding mental health policies, programs, resources, and compliance.
- Will have a diverse set of skills and experience that support a commitment to build and maintain relationships and develop innovative programs that support the community's social service needs.



- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, coworkers, and elected and appointed officials, as well as the public.
- Be organized, proactive, anticipatory, and innovative, and can develop and implement creative strategies when dealing with issues, challenges, and opportunities involving the Village; be someone who can make difficult decisions and stand behind those decisions.
- Have an "open door" management style and believe in and practice participative, collaborative "team management" with the ability to empower others; value the contributions of Family Services Department employees, interacting with employees and involving them in decision making when appropriate.
- Have an open, friendly personality and communication style and a calm demeanor.
- Ability to evaluate performance of staff reporting to the Family Services Director, with the goal of enhancing productivity and performance and assigning work based on individual employee strengths. Ability to act as a coach and mentor to staff members when appropriate.
- Must have excellent verbal and written communication skills.
- Proficiency in Microsoft Office product and other database and web-based software platforms is essential.



## COMPENSATION AND RESIDENCY

The starting salary range is \$126,000 - \$150,000 depending on the candidate's qualifications and experience. Other benefits include health, vision, and dental plans. Additionally, there is optional participation in 457b, Roth IRA plans, Flexible Spending Accounts (FSA), tuition reimbursement of \$3,050 annually (after one year of service) and free membership at the Niles Fitness Center for employees and dependents. This position participates in the Illinois Municipal Retirement Fund.

## HOW TO APPLY

All applicants shall submit resume, cover letter, and contact information for five professional references electronically no later than April 1, 2024 to [GovHRjobs.com](https://GovHRjobs.com) to the attention of Mary Rath, GovHRUSA. Please direct inquiries about the position to [mrath@govhrusa.com](mailto:mrath@govhrusa.com).

*The Village of Niles is an Equal Opportunity Employer.*