



Job Description

Position: Director of Hanul Mental Health Center

Employment type: Full-Time Exempt

Office Location: Lake Office (300 Knightsbridge Pkwy, Ste 116 Lincolnshire, IL 60069), with potential travel to other offices as required.

Work Hours: 40 hours a week

Supervisor: Irene J. Sohn, Executive Director

DESCRIPTIONS:

Hanul Mental Health Center envisions a community where mental health is embraced as an integral part of overall well-being. A place where individuals are empowered to navigate life's challenges in a culturally and linguistically appropriate manner. The Director of Hanul Mental Health Center is responsible for overseeing and managing the operations of Hanul's newly launched Mental Health Center. The primary focus is on ensuring the delivery of high-quality mental health services to individuals within the community. This role involves strategic leadership, program development, financial management, and collaboration with various stakeholders to promote the well-being of the community.

RESPONSIBILITIES:

1. Strategic Leadership:
 - Develop and implement strategic plans to enhance mental health services and outreach within the community.
 - Provide visionary leadership to the mental health center, fostering a culture of compassion, innovation, and excellence.
2. Program Development and Management:
 - Oversee the design, development, and implementation of mental health programs that address the diverse needs of the community.
 - Monitor and evaluate program effectiveness, making adjustments as necessary to ensure positive outcomes.
 - Develop and write mental health program-related grant proposals for submission to foundations and government agencies.
 - Supervises grant-funded staff, and ensures outcome reports are submitted on time and goals are met.
3. Financial Management:
 - Manage the budget for the mental health center, ensuring fiscal responsibility and efficiency.
 - Seek and secure funding opportunities, grants, and partnerships to support the expansion and sustainability of mental health services.
 - Oversee billing system for private and public insurance paneling.
4. Staff Supervision and Development:



- Supervise and support a multidisciplinary team at Hanul Mental Health Center.
 - Clinical license holders are to provide clinical supervision to therapists.
 - Foster a positive work environment and provide ongoing professional development opportunities for staff.
 - Hire, train, and supervise program staff, therapists, and interns to grow the department's programs and services.
5. Community Engagement and Partnership Building
- Fostering and nurturing positive relationships with other mental health care providers
 - Connect with schools to build an internship program
 - Cultivate and maintain positive relationships with community organizations, government agencies, and other stakeholders.
 - Collaborate with community leaders to identify mental health needs and advocate for resources to address those needs.
 - Creates target prospects lists and key referral sources.
 - Attends virtual and in-person meetings and networking events to build relationships with target prospects key referral sources, partner agencies, service providers, funders, and government agencies.
6. Quality Assurance and Compliance:
- Ensure that all mental health services comply with relevant laws, regulations, and ethical standards.
 - Implement quality assurance measures to continuously improve service delivery.
7. Data Analysis and Reporting:
- Utilize data to assess the impact of mental health programs and services.
 - Prepare and present regular reports to stakeholders, demonstrating the effectiveness of the mental health center's initiatives.
 - Trains therapists to use SimplePractice to keep client notes and other compliance documents.
8. Other
- Participate in the agency's fundraising activities and events.

QUALIFICATIONS:

- The position requires successful completion of the requirements for a master's degree in social work, psychology, sociology, counseling or other related fields from an accredited college or university, or 5 or more years of equivalent experience in the field
- Licensure in LPC, LCPC, LSW or LCSW is preferred, but not required.
- The position requires bilingual and bi-cultural (Korean-English) knowledge.
- Must have supervisory skills and experience.
- Must have advanced Microsoft Office, Google Suites and other Client Management Software.
- Ability to develop, coordinate, and direct varied activities and events.
- Ability to prioritize workload to effectively utilize time, volunteers, and facilities.
- Excellent organizational, multitasking, and leadership skills.
- Must have passion and commitment in the field of mental health.
- Ability to establish and maintain working relationships with program participants/co-workers/supervisors/supervisees/partner agencies/volunteers/community



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leaders/funders.

- Previous experience in a non-profit organization or counseling agency is a plus.

Application Process: Interested candidates are invited to submit their resume, cover letter, and references to career@hanulusa.org. Please include "Director of Hanul Mental Health Center" in the subject line.

Hanul Family Alliance is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. Visit www.hanulusa.org to learn more about the organization.

Join us at Hanul Family Alliance, where your passion meets purpose. Make a difference in the lives of Korean older adults and immigrant communities in the Chicagoland area.