



TRINITY EXECUTIVE PARTNERSHIP

CATHOLIC CHARITIES, DIOCESE OF JOLIET

JOB DESCRIPTION: Division Director of Community Services

Trinity Executive Partnership is assisting Catholic Charities of the Diocese of Joliet in the recruitment of a Division Director of Community Services.

Catholic Charities of the Diocese of Joliet is a faith-based organization providing services to people in need and calling others of good will to do the same. This local social service agency serves the Illinois counties of Will, Grundy, DuPage, Kendall, Kankakee, Ford and Iroquois.

ADMINISTRATIVE STRUCTURE:

The Division Director of Community Services reports to the Executive Director, and supervises the Directors of Community Services for DuPage, Kankakee, the Director of Daybreak Center and all Community Services programs that will be developed in Will, Grundy, and Kendall Counties in Illinois.

QUALIFICATIONS:

1. Master's Degree in Social Work, Education, or Human Services or related field. All degrees must come from a regionally accredited educational institution which has U.S. Department of Education approval.
2. Passage of complete background clearance, physical and Tuberculosis (TB) Test.
3. Ten years' experience in social work or work with non-profit human services organizations.
4. Experience working in the capacity of outreach efforts and developing new initiatives with strong skills in collaborating with other similar organizations and partners.
5. Ability to demonstrate sensitivity to the service population's cultural and socioeconomic characteristics.
6. Good oral, listening, and written communication skills.
7. Excellent public speaking and interpersonal skills.
8. Proficiency in the use of Microsoft Office applications.
9. Availability to work flexible days and hours as needed.
10. Understanding and promoting the social teachings of Catholic Charities.

11. A valid driver's license, reliable means of transportation and proof of liability insurance is required.

ESSENTIAL FUNCTIONS:

Community Outreach Activities

1. Develop and maintain a physical presence (office) in Grundy and Kendall Counties.
2. Coordinate and promote development of programs and services congruent to the mission of Catholic Charities.
3. Establish a network of Catholic Charities supporters (i.e. volunteers, contributors) who will work collaboratively with the agency to identify needs, and develop effective programs.
4. Supervise and ensure the coordination of the Back To School Fairs (BTSF) for the agency. It is understood that the BTSF activities require the participation of direct staff from the other Community Services, Residential, and other agency programs. The BTSF efforts will be coordinated to maximize agency resources, while still reflecting the needs of each individual community.
5. Develop community programs needed to meet local human service needs (i.e. emergency services, housing, case management).
6. Seek funding for program operations.
7. Work with interns, volunteers and any funded staff positions to maintain a schedule and coverage for services provided.
8. Provide leadership and direction in program development and execution of outreach services.
9. Represent Catholic Charities in community meetings, presentations, media requests and speaking engagements as requested.

Administrative Activities

10. Work effectively with the Executive Director to ensure that division program activities are coordinated with agency-wide efforts.
11. Develop and ensure proper record keeping for appropriate reporting to funding sources, including Housing and Urban Development (HUD) and Department of Human Services (DHS) for shelter and residential program services.
12. Supervise, hire and train the Directors of Community Services at Catholic Charities.
13. Ensure interdepartmental collaborations between Community Services program.
14. Serve as a primary consultant to agency staff regarding the implementation of Service Point to track services provided to clients in Will and DuPage Counties.
15. Provide anecdotal and statistical information to assist with funding requests.

16. Develop goals and objectives for each specific community services programs and outreach efforts and report monthly on progress.
17. Participate as a member of the Management Team of Catholic Charities to ensure consistent collaboration with other program divisions and effective implementation of new program initiatives.
18. Ensure the completion of Program Evaluation Reports as required.
19. Ensure full participation of division staff in Performance and Quality Improvement efforts in the agency.
20. Collaborate and coordinate efforts with the agency's Directors of Community Services in DuPage, Will and Kankakee Counties.
21. Participate on agency committees as requested by the Executive Director.
22. Maintains effective connection with the Executive Director and general agency operations through the use of technology (i.e. cell phones, Internet, computer).

GENERAL RESPONSIBILITIES:

1. The Division Director of Community Services is responsible for ensuring that Catholic Charities has an effective presence in each of the seven counties of the Joliet Diocese, and is directly responsible for establishing an effective presence in the underserved counties such as Kendall and Grundy Counties.
2. The Division Director must have broad knowledge of the programs and systems involved in the operation of community services programs, including shelters, HUD housing options and program requirements as well as program requirements of the Illinois Department of Human Services.
3. The Division Director of Community Services will develop effective relationships with other social service agencies, parishes and church communities, potential funding organizations and champions of Catholic Charities' mission.
4. This position requires a high level of independence, judgment, and commitment to the mission of Catholic Charities.
5. Other duties as assigned within the guidelines of this position.

PERFORMANCE STANDARDS:

1. The Division Director of Community Services will ensure that the Community Services programs operated throughout the diocese meet HUD and DHS funding requirements and Council of Accreditation (COA) standards.
2. The Division Director of Community Services will establish a successful presence in Grundy and Kendall counties where the need has been identified and which ensures the provision of direct services to the resident and recognition of the Agency as a provider of services.
3. The Division Director of Community Services will work to identify unmet community needs for the homeless and at-risk populations in the diocese and secure financial and other resources to address these concerns.

4. Represents Catholic Charities at regular meetings of community social service providers in each County.
5. The Division Director of Community Services will work with the other staff of the agency to ensure the successful sponsoring of the BTSFs in DuPage, Will, and other counties as appropriate.
6. Position is considered an at-will and requires a six-month probationary period.
7. Probationary and annual evaluations of performance are conducted.

PHYSICAL DEMANDS:

Must be able to meet the essential requirements with or without reasonable accommodations.

WORK ENVIRONMENT:

1. This is a full-time position and duties are normally fulfilled during the business hours of 8:30 AM to 4:30 PM, Monday through Friday.
2. Travel within three counties is required on a daily basis.
3. Evening and/or Saturday meetings may be required as well as occasional out-of-town travel and overnight stays related to Agency business.

Catholic Charities is an Equal Opportunity Employer.

For inquiries or to submit a cover letter and resume please contact:

Richard D. Sbarbaro, Managing Partner
Trinity Executive Partnership
1250 Executive Place, Suite 102
Geneva, IL 60134
Phone: 708-531-0100
d.sbarbaro@trinityexecutivepartnership.com
www.trinityexecutivepartnership.com