

# PREVENTION FIRST

## Mental Health Resource Center Administrator

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### POSITION SUMMARY

This position will manage all aspects of the Mental Health Resource Center. Responsibilities include developing and delivering training and presentations, engaging stakeholders, managing consultants, and promoting services of the Mental Health Resource Center.

### ESSENTIAL FUNCTIONS

- Oversees a wide variety of activities to facilitate the effectiveness of the Mental Health Resource Center throughout the state; engages in a partnership with the National Alliance on Mental Illness (NAMI IL) to execute strategic initiatives of the Center; provides general guidance and supervision to consultants; monitors activities of consultants to ensure proper use of resources.
- Develop and provide training and technical assistance to build the knowledge, skills, and abilities of human service professionals, law enforcement, first responders, school personnel, and other populations that engage with youth and adults to promote mental health and intervene effectively with people experiencing a mental health challenge; travels to various locations throughout the state to deliver training, presentations, and to promote the Mental Health Resource Center.
- Delivers mental health curriculum for in-person training, online training, webinars, etc., to diverse populations in community areas throughout the state; develops a plan for offering Mental Health First Aid and other evidence-based model training opportunities; facilitates training; prepares for training; coordinates logistics; conducts follow-up with participants for feedback, including participant evaluations.
- Develops or identifies information, resources, and tools on evidence-based approaches to mental health promotion, intervention practices, mental health and substance use co-occurring disorders, suicide prevention strategies, stigma reduction, culture and mental health equity, and other related topics; conducts research on a variety of subject matters and interviews subject matter experts to develop the content of training programs and resource materials.
- Builds relationships with state agency department representatives, human service professionals, law enforcement, first responders, school personnel, and other key stakeholders focused on mental health education and practices in communities throughout Illinois to cultivate partnerships to strategize, plan and collaborate efforts.
- Develops and conducts needs assessments to identify professional development needs, including training, technical assistance, and other resources of our intended audiences.
- Coordinates the identification, development, and implementation of an Advisory Board; facilitates board meetings.

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- Manages electronic media activities, including updating and maintaining the Mental Health Resource Center webpage and social media marketing, and provides information to be included in the monthly electronic newsletter.
- Monitors new literature and trends in the Mental Health field and related fields; provides feedback on current practices, new initiatives, and collaborations; attends relevant Mental Health conference opportunities.
- Demonstrates a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Performs related administrative tasks; assists with the development and administration of department budgets; monitors expenditures for compliance with the approved budget and to ensure adequate resources; obtains and processes related invoices; prepares various reports and documents to include activity logs, travel vouchers, and marketing materials.

## **POSITION QUALIFICATIONS**

Bachelor's degree in Community Education, Community Health Services, Training and Instructional Design, Social Work, or related field with a minimum of five to seven years of related professional experience involving the supervision of an assigned staff, management of special projects, budgetary accountability, grant writing, professional prevention field work and interactions with youth groups; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **DESIRED SKILLS AND ABILITIES**

- Facilitation Skills – Ability to bring about an outcome (such as learning) in large groups, small groups, and one-on-one scenarios.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Interpersonal - Ability to get along well with a variety of personalities and individuals; ability to build inclusive partnerships that bring together a diverse array of stakeholders to engage in authentic collaboration.
- Creative - Ability to produce new concepts, ideas, and innovative solutions.
- Excellent Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.

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## **ABOUT PREVENTION FIRST**

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA-exempt position, reporting to the Director of Resource Centers. We have locations in both Chicago and Springfield, with the opportunity to work remotely. The starting salary is \$57,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

## **APPLICATION**

Please e-mail your cover letter and resume to [humanresources@prevention.org](mailto:humanresources@prevention.org).