

# JOB OPENING

SERTOMA CENTRE, INC.  
4343 W. 123<sup>rd</sup> Street  
Alsip, IL 60803

**POSITION TITLE:** Mental Health Professional Supervisor  
Full-time

**POSITION REPORTS TO:** Mental Health Services Manager

**POSITION SUPERVISES:** Mental Health Professionals

## **POSITION SUMMARY:**

This position functions as QMHP for individuals assigned and is responsible for the development, implementation and facilitation of rehabilitation services for assigned individuals, ensuring integration of service planning and provision of services through the involvement of the individual, family, the residential services provider and other involved persons including agency staff and referral sources while promoting a recovery-oriented environment that reflects the needs of the individuals served, the staff providing services and the mission of the organization. This position also supervises Mental Health Professionals (MHPs), assists the Mental Health Services Manager with developing and implementing systems and procedures, training for Mental Health Services staff, coordination of mental health services and staff duties, and quality assurance processes to ensure efficient departmental operations.

Mental Health services are delivered both at the facility and off-site in community settings, with individual consumers or groups of consumers, assisting consumers to achieve personal recovery goals. Staff utilizes Sertoma vehicles or their privately owned vehicles to provide services in the community.

## **QUALIFICATIONS:**

1. Qualified Mental Health Professional (QMHP) according to Rule 132. Minimum Master's degree in Social Work, Psychology, Community Counseling or related field who successfully completed 1000 supervised hours of direct service in a practicum or internship or one year of clinical experience under the supervision of a QMHP. LSW, LPC with two years experience in mental health services preferred.
2. Knowledge and a minimum of 1 year experience required with
  - documentation and billing process for Medicaid community mental health services
  - group and individual therapy with adults with severe and persistent mental illness
  - Knowledge of Rule 132 and documentation requirements.
3. Knowledge of Permanent Supportive Housing and Bridge Subsidy program preferred.
4. Effective communication skills, both written and oral.
5. Highly developed organizational skills.
6. Ability to organize assessment information and inputs from a variety of sources for report writing.
7. Experience with mental health services community resource networking.
8. Valid Illinois drivers license with good driving record, and car available. Eligible for and completion of authorization process to drive PACE vehicles.
9. Must be willing to work evenings/weekend hours as necessary.
10. Proficiency in the use of computer and working knowledge of Microsoft Word, Excel, InfoPath and Outlook applications, with good typing skills.

**This position is based at our facility in Matteson, IL.** If interested, please apply at above address, fax resume to 708-371-9747, or email to [hrresumes@sertomacentre.org](mailto:hrresumes@sertomacentre.org). No phone calls, please!