

**POSITION PROFILE:
EXECUTIVE DIRECTOR
MHA IN BEAVER COUNTY**

The Mental Health Association in Beaver County, a United Way Agency, is seeking an entrepreneurial executive director to build on our exceptional fifty year record of providing social rehabilitation, advocacy for mental health issues and educational services for the community

THE ORGANIZATION

MHA in Beaver County was founded in 1955 to promote the importance of mental health. Today the association is committed to promoting recovery for persons and families with mental health and substance abuse issues by providing advocacy, support and socialization programs and changing attitudes toward mental illness through education.

PROGRAMS AND SERVICES

Social Rehabilitation for persons with a history of mental illness

- Friendship Room: twice a month social activities
- Resocialization: outreach social programs for persons living in personal care homes
- Phoenix Center: drop-in center open Monday through Friday from 10:00 a.m. until 5:00 p.m.
- Representative Payee: budgeting and managing SSI benefits
- Peer Mentor: consumer employees aiding other consumers
- Warm Line: call in service for those in need of support staffed by consumer employees
- COMPEER: Beaver County chapter of national one to one program that matches volunteers to consumers and fosters consumer participation in community activities

Individual Advocacy

- Community Advocate: one-on-one advocacy to families and consumers
- Ombudsman Program: information about managed care and assistance with filing complaints and grievances
- Parent / Child Advocacy: support, information and technical assistance to parents, children and staff involved in schools and human service agencies

System Advocacy through citizen action, influence, and monitoring the development and implementation of local and state public policy.

- Consumer / Family Satisfaction Team: surveys consumers to determine satisfaction with behavioral health services
- Community Support Programs: members of local community programs work on Beaver County mental health issues
- Jail Task Force: assist with behavioral health issues in the Beaver County jail

Education

- Speakers Bureau
- Referral
- Media and Educational Presentations
- Lending Library

Support Groups

- H.O.P.E. (Help Other Parents Endure): families dealing with the death of a child
- Suicide's Other Victims: families / friends dealing with a suicide
- Rebuilders: consumers helping each other
- Panic / Anxiety: consumers dealing with panic and/or anxiety

Approximately 81 % of MHA in Beaver County's budget comes from state and county contracts for mental health services, 4% from United Way and 15% from grants and donations from private organizations and individuals. A few programs are self funded but at the present time MHA does not accept medical insurance payments. Current staffing includes thirteen full time and five regular part time employees as well as twenty consumers who work as needed in individual positions such as the Warm Line and Consumer Family Satisfaction Team. The Association is governed by a board of directors that currently numbers nineteen but bylaws that allow up to twenty-four directors. More information on MHA may be found at <http://www.mhapa.org/beaver.htm>.

THE POSITION

MHA in Beaver County is a stable efficient and fiscally sound organization with a dedicated staff committed to providing the best possible outcomes for consumers, their families and the community. The association is located in a new facility in downtown Rochester PA and is easily accessible to public transportation. The retirement of the long term Executive Director, while a challenge for the organization, also provides an opportunity for a visionary leader to find new ways to meet the needs of the community.

In the current environment of financial uncertainty and growing unemployment rates the need for mental health services is increasing while the funding provided by federal, state and local government grants is stagnant and likely to decrease. Creative ways to meet community needs on limited resources and to find new resources will be a priority for the new Executive Director.

Toward these ends, our near-term priorities for the new director over the next 12–18 months include (not necessarily in priority order)

- Building effective relationships with staff, board, consumers, agencies and community
- Maintaining fundraising activities including donations and grants
- Insuring that MHA in Beaver County continues to be responsive to the needs of the community

KEY RESPONSIBILITIES

Reporting to the board of directors, the executive director will provide leadership to the organization and manage its day-to-day affairs. The executive director works with the assistant director in managing programs and employees, and is responsible for finances, community and public relations and fund raising activities of MHA.

- Establishing effective and supportive relationships with MHA staff and community agencies
- Coordinating fund raising activities
- Building organizational capacity through employee and program development

EXPERIENCE AND ATTRIBUTES

Ideal candidates for this position will share our commitment to mental health and will bring a variety of experiences and attributes to MHA, including

- Management experience as a senior executive in a nonprofit, public, or corporate organization
- Respect for consumers, mental health issues and the mental health recovery process
- Demonstrated experience in budgeting and fiscal management
- Development and fundraising experience for a volunteer agency
- Strategic planning and plan implementation
- Policy development

A Bachelor's degree is required, masters preferred

Salary will be competitive and commensurate with qualifications and experience.

**POSITION ANNOUNCEMENT:
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MHA in Beaver County was founded in 1955 to promote the importance of mental health. Today the association is committed to promoting recovery for persons and families with mental health and substance abuse issues by providing advocacy, support and socialization programs and changing attitudes toward mental illness through education. Current programs include social rehabilitation through the Friendship Room and Phoenix Center, Representative Payee and Peer Mentoring services, Ombudsman and Community Advocate Programs, Consumer/Family Satisfaction Team, Jail Task Force, as well as a Speakers Bureau and Lending Library.

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Reporting to the board of directors, the executive director will provide leadership to the organization and manage its day-to-day affairs in a manner that insures that the agency continues to meet the needs of the community. The executive director is responsible for finances, community and public relations and fund raising activities of MHA and with the assistant director manages agency programs and employees. Ideal candidates for this position will share our commitment to mental health and will bring a variety of experiences and attributes to MHA, including:

- Management experience as a senior executive in a nonprofit, public, or corporate organization
- Respect for consumers, mental health issues and the mental health recovery process
- Demonstrated experience in budgeting and fiscal management
- Development and fundraising experience for a volunteer agency
- Strategic planning and policy development

The position requires a minimum of a Bachelor's degree with masters preferred. Salary will be competitive and commensurate with qualifications and experience.

APPLICATION PROCESS

To apply, send a cover letter detailing your qualifications, resume and salary requirements by February 28, 2009 to MHA , 105 Brighton Avenue, Rochester, PA 15074.

MHA in Beaver County is an equal opportunity employer.