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Area Director

FTS

Management

Carlinville, IL, US

30+ days ago

Requisition ID: 1421

 1 Attachments

Salary:

\$65,000.00 Annually

Job Description:

Carlinville Catholic Charities is seeking a dynamic leader to fill the full-time role of Area Director. The Area Director implements the mission of Catholic Charities through day-to-day coordination and supervision of direct service programs and community relations. The Area Director oversees management of the area office budget, fundraising, donor solicitation, board interactions, community liaison responsibilities, and building maintenance, and provides appropriate recommendations to the Director of Operations regarding personnel issues. Carlinville Catholic Charities operates a Child Welfare Program, Resale Store, Food Pantry, Professional Counseling, and various outreach and emergency assistance programs. The agency is supported by many volunteers and a local Advisory Board. Catholic Charities provides a competitive salary and outstanding benefits package including generous paid time off benefits, pension, health insurance, and remote work opportunities.

Job Duties:

- Responsible for the supervision and approval of the day-to-day operations of the area office and the programs offered.

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- Responsible for the supervision of all staff including the therapists, child welfare specialists, support, and maintenance staff within the area office.
- Responsible for community relations development including involvement in the local United Way, DCFS, courts, police, city, social service agencies, etc.
- Responsible for keeping the Director of Operations informed, regularly, of the problems, progress, successes, and needs of the area office and the area advisory board.
- Ensure timely completion of all required documentation related to all programs.
- Direct and make recommendations regarding all area office personnel including hiring, terminations, discipline, and evaluations adhering to all agency policies and procedures in the performance of these duties.
- In conjunction with the area advisory board, the Director of Finance and Operations, and the Executive Director, develop the proposed annual budget and monitor the budget every month.
- In conjunction with the area advisory board, provide an ongoing assessment of community needs and services.
- In conjunction with the area advisory board, plan and host annual fundraisers and conduct ongoing donor engagement opportunities.
- Assist in the development of new programs with advice and direction from the area advisory board.
- Participate in planning, development, and implementation of new or expanded programming under the direction of the Executive Director.

Required Knowledge/Skills/Abilities, Education and Experience:

- Master's degree in Social Work or a closely related human service field, plus a minimum of three years experience in supervision, preferably in a social service discipline.
- Maturity, flexibility, and demonstrated initiative.
- Ability to pass all required tests.

Who We Are:

Catholic Charities is proud of its nearly 100-year history of providing vital social services in our Diocese. Today, we maintain a substantial presence in eight communities throughout the twenty-eight counties of central Illinois. Area Offices operate in the communities of Alton, Carlinville, Decatur, Effingham, Granite City, Mattoon, Quincy, and Springfield. In addition, Catholic Charities manages facilities in Alton (Catholic Children's Home) and Beardstown (The St.

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Anne Residence). The agency has earned national reaccreditation through COA, the Council on Accreditation for Children and Family Services, which certifies that all programs meet best practice social service standards.

Our vast array of services includes counseling programs, senior services and guardianship, health care, residential care, independent living; special education, family preservation services, food and clothing distribution, St. John's Breadline, Meals on Wheels in Decatur, crisis assistance, Med-Assist, Mobile Food Pantry, Catholic Charities Legal Services, The St. Anne Residence and discount resale stores. Catholic Charities seeks to respond to the needs of its communities through these diverse programs. Every year, this objective is realized as literally thousands of children and families are positively impacted by our efforts.

Catholic Charities provides a competitive salary and an outstanding benefits package including generous paid time off benefits and retirement options. As a faith-based ministry, Catholic Charities espouses the social values of the Church and works daily to fulfill the mandate to serve the poor. As a leader in social services, Catholic Charities enjoys a positive community reputation and a myriad of public and private partnerships that help to ensure the needs of our clients are being met.

Attachments (1)

 Benefits at a Glance-FT 30-40_revised 2024.pdf

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