

POSITION DESCRIPTION:
Director of the Ohio Adult Care Facilities Association
January 2022

The Ohio Adult Care Facilities Association (OACF) is a subsidiary of NAMI Ohio. The mission is to represent residential facilities (Class 2). This includes improving the quality of services and care, as well as providing training, technology and advocacy for this purpose.

The Director of the Ohio Adult Care Facilities Association is responsible for overseeing the daily operations of the OACF, and also serves as a representative to the external professional housing organizations in the mental health community. The Director's key role is to enhance the quality of group homes and engage members and non-members to the value of being part of the Association. The Director reports to the Executive Director of NAMI Ohio and the OACF Board of Directors. The Director supervises the Coordinator of the OACF.

The Director is responsible for the day to day operations of the Association. This includes working with Residential Home Operators, their staff, housing staff at the Ohio Department of Mental Health and Addiction Services and other stakeholders. The Director works directly with funders as well as oversight and surveying entities. In addition to supervision, this position manages the budget and reports for the OACF. This position also serves as the primary liaison between OACF and the OMHAS's Housing Division. Lastly, the Director will work with the Staff and Board to develop and implement an annual plan that promotes access to quality housing programs throughout the State of Ohio, and outreach to non-members.

Skills: The OACF Director should have a solid working knowledge of Ohio's mental health system of care. Knowledge regarding mental health housing is essential. The ability to be task oriented, flexible, have excellent time management, communication and stress management skills are critical as well as those tied to being an effective team leader. A thorough knowledge of applicable state rules and regulations and stay up-to-date with any legislative changes that can affect the operation of the program. Implementation of core NAMI initiatives in partnership with home operators and their staff is critical (voice of those with mental illness living in these homes). Ability to be a vocal advocate for expanded quality housing within the mental health system.

Minimum Qualifications

- Bachelor's degree, and at least 5 years of experience in a related field; master's degree preferred.
- Strong collaboration and communication skills, and willingness to consult with internal and external stakeholders.
- Demonstrated understanding of knowledge management principles and capacity to deliver management and/or organizational learning activities.
- Excellent facilitation, program/activity management, and written and oral communication skills.
- Creative problem-solving and ability to work under tight deadlines.
- Proven ability to lead project teams and deliver impact, with minimal supervision in a fast-paced and challenging environment.

Tel: 614/224-2700 • Fax: 614/224-5400 • Helpline: 800-686-2646
email: namiohio@namiohio.org • website: www.namiohio.org



National Alliance on Mental Illness

The State's Voice on Mental Illness

1225 Dublin Road, Suite 125 • Columbus, Ohio 43215

- High level of competency in learning management software/platforms, and Microsoft Office Suite
- Excellent verbal and written communication skills
- Strong organizational skills and can be detail oriented while holding the larger strategy.
- Models curiosity, flexibility, integrity and commitment to the NAMI mission, vision and values.

This is a Full time position. Compensation and Benefits package competitive. Send resume and salary requirements to Luke Russell at Luke@namiohio.org

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NAMI Ohio Mission: To improve the quality of life, ensure dignity and respect for persons with serious mental illness, and to support their families.