

FULL TIME - OPEN POSITIONS AT ECKER CENTER as of March 27, 2025

Ecker Center for Behavioral health is an equal opportunity employer and is committed to creating an inclusive environment where everyone has an opportunity to succeed.

ACT Supervisor, ACT

Responsibilities:

- Provide daily leadership/clinical consultation and assistance to ACT Program staff
- Interviews, trains, supervises and evaluates ACT Program staff
- Provides a full range of clinical services including assessment, therapy, counseling, crisis intervention, treatment planning, case management, community support, community support team, medication monitoring and training, consultation and rehabilitative services
- Manages ACT admission and manages referrals and waitlist
- Monitor and maintain productivity goals of staff and will review/complete needed assessment and treatment planning for ACT clients
- Manages data collection activities, monitors program outcomes and fidelity requirements.
- Ensures 24-hour coverage in ACT program. Provides back up to full and part-time staff for coverage and consultation

Qualifications:

- Master's Degree and valid clinical license in human services field preferred (LCSW, LCPC, LMFT)
- Minimum of three years clinical experience, five years preferred
- Minimum of two years supervisory/administrative experience
- Valid Illinois driver's license, insurance and automobile and a willingness to routinely transport clients
- Ability to administer CPR

Hours: Monday – Friday, 9am – 5pm, 40 hours per week, participates in on call rotation

Hiring Salary: \$65,000.00 – \$72,000.00 annually. Depending on skills and qualifications

Accounting Specialist, Business Office

Responsibilities:

- Working closely with the Chief Financial Officer, the Finance Associate performs a myriad of financial operations such as: grant reporting, representative payee, accounts receivable, vendor file management, reconciliation, cash flow reporting, and various other accounting duties including accounts payable.

Qualifications:

- Associates degree in accounting, business, or equivalent work-related experience
- Three years satisfactory employment in accounting field
- Proficiency in accounting software and Microsoft Excel is required
- Experience with Non-Profits is desirable
- Familiarity with QuickBooks and Financial Edge is a plus
- Must have exceptional computer skills, excellent attention to detail, and effective communication and interpersonal abilities

Hours: Monday – Friday, 8am – 3:30pm, 30 work hours per week

Hiring Salary: \$22 – \$26 hourly. Depending on skills and qualifications

Marketing & Communications Assistant, Business Office

Responsibilities:

- Assist with administrative tasks, marketing coordination, and outreach efforts.
- Update online listings, post event promotions, donor campaigns, and updates.
- Monitor social media inboxes, website inquiries, and general emails, flagging for follow-up.
- Support event planning, volunteer coordination, and tracking engagement metrics.
- Maintain and update databases for donors, outreach, and engagement.
- Assist with social media, donor outreach, and fundraising campaigns.
- Process thank-you letters and donor acknowledgments.
- Help create marketing materials, including graphics and digital content.
- Foster effective communication and assist with department needs.

Qualifications:

- Associate or bachelor's degree and/or relevant experience in marketing, communications, or public relations.
- Experience with social media, email marketing, and digital content.
- Familiarity with databases, CRMs, and fundraising tools is a plus.
- Proficiency in Microsoft 365 and Canva.
- Strong communication, organization, and attention to detail.
- Ability to multitask and collaborate in a fast-paced environment.

Hours: Monday – Friday, flexible schedule, 30 – 40 work hours per week.

Hiring Salary: \$20 – \$23 hourly. Depending on skills and qualifications

PsychoSocial Rehabilitation Supervisor, PSR

Responsibilities:

- Provide daily leadership/clinical consultation and assistance to full time, part time and multiple Master's level and Bachelor's level intern staff to ensure daily operations of PSR Program
- Provide training to new PSR staff and interns
- Develop and oversee an outcome driven psycho-educational group program and a wellness center
- Develop clinical curriculum and deliver multiple community support and PSR groups to adults with severe mental illness and risk for institutionalization or hospitalization
- Spend 50% of scheduled hours in the direct provision of services
- Track and complete 14 and 30 day lead reviews for PSR consumers
- Manage PSR admission, utilization review, reauthorization and discharge policies and procedures
- Monitor and maintain productivity goals of staff and will review/complete needed assessment and treatment planning for PSR consumers
- Develop and maintain positive relationships with colleges for internship candidates

Qualifications:

- Master's degree in human service field; minimum two years' clinical experience
- Experience serving adults with severe mental illness in community mental health or in PSR a plus, supervisory/administrative experience a plus
- Must have valid Illinois driver's license, auto insurance and vehicle

Hours: Monday - Friday, 8am - 4:30pm, 40-hour work week

Hiring Salary: \$55,200.00 – \$60,000.00 annually. Depending on skills and qualifications