



The Illinois Lawyers' Assistance Program (LAP) is now recruiting for an Executive Director. LAP is a not-for-profit entity operating under the auspices of the Illinois Supreme Court and the Administrative Offices of the Illinois Courts (AOIC). LAP's mission is three-fold:

1. Provide clinical support for attorney, judges and law students in the State of Illinois, affected by mental health and/ or substance issues;
2. Protect the public from impaired attorneys and judges;
3. And educate the legal community on mental health and substance use issues.

Please submit cover letter and vita, no later than March 20th, 2019 to Tony Pacione, Deputy Director at tpacione@illinoisLAP.org.

The Illinois Lawyers Assistance Program is an equal opportunity employer.

The following outlines the requirements for this dynamic, clinical, leadership position:

POSITION: Executive Director

QUALIFICATIONS: Masters or Doctorate level education
Lawyer, psychologist, licensed social worker, or licensed clinician

EXPERIENCE:

- Knowledge of substance abuse, addiction, and mental health disorders and treatment
- Experience/understanding/working with legal professionals
- Organizational management experience including budgeting, personnel management, fundraising, marketing, and event planning

RESPONSIBILITIES:

Administrative

- Manage offices, office procedures, leases, relationship with building management companies

- Supervise staff members, including hiring, work assignment, evaluation
- Keep board members informed of all administrative, financial, client related activities
- Prepare quarterly reports for the Board of Directors and AOIC
- Work with Board of Directors to create and implement annual strategic goals
- Other duties as assigned by Board of Directors

Financial

- Set up and maintain accounting records on computer
- Supervise payment of invoices
- Implement bi-monthly payroll and payroll taxes
- File quarterly taxes and related reports
- Create annual budget and submit to AOIC with accompanying budget rationale
- Prepare quarterly financial reports for board treasurer
- Provide financial information to accountant for annual audit

Client Services

- Supervise Deputy Director and all clinical staff as to client services
- Provide direct services as needed

Outreach

- Design & implement statewide fundraising campaigns
- Develop and deliver continuing educational presentations to the Illinois legal community.

Peer Support Volunteers

- Conduct regular training events for volunteers
- Create opportunities for volunteers to engage with LAP