



DIRECTOR OF HEALTH & HUMAN SERVICES

RECRUITMENT NOTICE

VILLAGE OF
ARLINGTON HEIGHTS
INC. 1887



About the Opportunity

The Village of Arlington Heights is seeking a dedicated **Director of Health & Human Services** to lead initiatives that promote the well-being of residents in the community. This key leadership role oversees department operations, including enforcing health and sanitation standards in public establishments, and managing the Village's senior citizen services, public health nursing, and social services.

The Village is committed to fostering a safe, healthy, and resilient community, with a strong focus on assisting seniors, individuals with disabilities, and residents facing hardships. As a vital member of the Village's leadership team, the Director will manage a dedicated staff of 14 professionals, including a Senior Center Manager, Social Services Coordinator, Environmental Health Officers, a Nursing Supervisor, and administrative personnel. This position offers an opportunity to shape policies and programs that support a thriving and inclusive community.

Reporting to the Village Manager, the Director will work collaboratively with Village officials, departments, and community partners to align health strategies with long-term municipal goals. The Director will also serve as liaison to the Board of Health and Youth Commission, while overseeing the liaisons for the Environmental Commission, Senior Citizens' Commission, and Commission for Citizens with Disabilities.

This role is essential in ensuring high-quality public health programs, proactive social services, and impactful community initiatives. This position is available due to the upcoming retirement of the current Director.

If you are a visionary leader passionate about community health and public service, we invite you to apply and help us build a stronger, more connected Arlington Heights.





Director of Health & Human Services

About the Village

The Village of Arlington Heights, Illinois is a vibrant and thriving community located 25 miles northwest of downtown Chicago. With nearly 60 public parks and facilities and more than 100 restaurants and eateries across the Village, it is easy to see why the Village has repeatedly been named “Best Downtown Atmosphere” and “Best City/Town to Live” for 10+ years, from the Daily Herald’s Readers’ Choice Awards.

Home to more than 77,000 residents, Arlington Heights is a family-oriented community where residents take pride in their hometown. Over 9 in 10 residents favorably rated the overall quality of life in Arlington Heights, Arlington Heights as a place to live, and as a place to raise children (National Community Survey, 2023).

The Village of Arlington Heights employs more than 400 people who provide excellent service to the residents of this community. 90% of Village residents recently rated the customer service they received from the Village of Arlington Heights as good or excellent (National Community Survey, 2023).

The Health & Human Services Department plays a crucial role in public health enforcement, social service coordination, and community well-being. Through a range of programs and partnerships, the Village provides public health inspections, nursing services, senior services, and disability resources to residents in need.





Director of Health & Human Services



Key responsibilities of the Director will include:

- Overseeing department operations, setting goals and priorities in alignment with Village objectives.
- Supervising staff performance and providing strategic direction.
- Directing senior services, public health nursing programs, and disability services.
- Enforcing health and sanitation standards through inspections of food establishments and public accommodations.
- Addressing and resolving resident complaints related to public health concerns.
- Developing and implementing social service programs for residents facing challenges.
- Coordinating community outreach efforts and serving as a liaison for health-related public communications.
- Managing the department budget, ensuring fiscal responsibility and recommending necessary modifications.
- Overseeing the Single-Family Solid Waste Contract to ensure proper waste management practices.
- Representing the department in Village Board and public meetings as needed.
- Attending evening Board and Commission meetings on a regular basis.

The Department of Health & Human Services offers a wide variety of services to residents. The Director of Health & Human Services is responsible for overseeing an annual budget of just over \$2.6 million.

**Environmental
Health**

**Senior
Services**

**Nursing
Services**

**Social
Services**



About the Environmental Health Division

The Village of Arlington Heights Environmental Health Division is dedicated to protecting public health and safety through a range of essential programs. The Director oversees three Licensed Environmental Health Practitioners who ensure food safety, community environmental health, recreational health, the safety of childcare facilities, and business licensing. The team works closely with residents, businesses, and local agencies to promote a healthier, safer community through education, enforcement, and proactive public health initiatives.

The Environmental Health Division:

- Conducts routine inspections to prevent food-borne illnesses, ensures compliance with the Illinois Food Code, and provides in-service training for food handlers. Staff also investigate emergencies such as fires, power outages, and food-borne illness outbreaks.
- Addresses public health hazards through nuisance abatement, radon monitoring, shopping center inspections, and oversight of refuse, recycling, and landscape waste programs.
- Ensures the safety of public and semi-public swimming pools, spas, salons, and health clubs through routine inspections, education, and enforcement of sanitation standards.
- Conducts biannual inspections of childcare facilities to uphold safety and sanitation standards set by the Illinois Department of Child and Family Services.
- Reviews and inspects newly built or remodeled businesses, ensuring compliance with health codes and proper sanitation practices.



In 2024, the Division...

Performed **2,458** Health Inspections to ensure the wellbeing of the community.

Recycled **3,413** gallons of paint, promoting sustainability through responsible waste management.

The Director of Health & Human Services plays an important role in ensuring the health and safety of residents.



About the Senior Services Division

The Director of Health & Human Services oversees a dedicated Senior Services team, which includes a Senior Center Manager, Program Coordinator, Volunteer Coordinator, Administrative Assistant, and Office Assistant. Together, they operate an active and vibrant Senior Center designed to support older adults ability to age and live well in Arlington Heights. Arlington Heights is a certified member of AARP's network of age-friendly communities, reflecting its commitment to fostering an inclusive and supportive environment for Seniors.

The Senior Services Division oversees diverse and engaging programming, including cultural presentations, intergenerational initiatives, and annual special events. The division also manages volunteer coordination and works closely with the Arlington Heights Senior Center, Inc. Foundation, a 501(c)(3) organization dedicated to fundraising for programs and services.

By guiding innovative programming and fostering strategic partnerships, the Director of Health & Human Services plays a pivotal role in enhancing the well-being and independence of older adults in our community.





Health & Human Services Department

About the Senior Center

Located approximately two miles from the Health & Human Services Department at 1801 W. Central Road, the Senior Center serves as a welcoming hub for individuals aged 55 and better. The Senior Center's programming promotes independence, builds community, and encourages lifelong learning through innovative collaborations and partnerships. In 2024, the Senior Center counted 110,025 visits, highlighting its role as a vital and popular resource for older adults in the community.



The Senior Center is nationally accredited by the National Council on Aging and brings multiple agencies under one roof to enhance the lives of older adults, including:

- Arlington Heights Park District – Recreation & fitness programs
- Arlington Heights Memorial Library – Lifelong learning & enrichment
- Meals on Wheels Northeastern Illinois – Home-delivered & congregate meals
- Endeavor Health Northwest Community Hospital – Health & wellness classes
- Catholic Charities Northwest Social Services – Community care intake services
- Connections to Care – Volunteer medical driving program
- Arlington Heights Nurses Club Lending Closet – Free durable medical equipment loans

In 2024, the Senior Center...

- Hosted **2,525** programs, drawing a total of **14,490** attendees in enrichment activities.
- **660** Seniors received assistance from AARP Tax Aid Preparers.
- The Nurse Club Lending Closet provided **2,449** pieces of medical equipment to **1,521** individuals in need.
- **1905** volunteers generously donated **14,821** hours, contributing an estimated value of **\$496,355** in volunteer time.
- **7,444** lunches served at the Senior Center.
- **55,599** meals were delivered to seniors' homes in Maine and Wheeling Townships.



About the Nursing Services Division

The Director of Health & Human Services oversees the Nursing Services division, which plays a vital role in promoting community health and wellness in Arlington Heights. Two registered nurses provide essential healthcare services to residents, visitors, and Village employees through preventative care, screenings, education, and outreach programs.

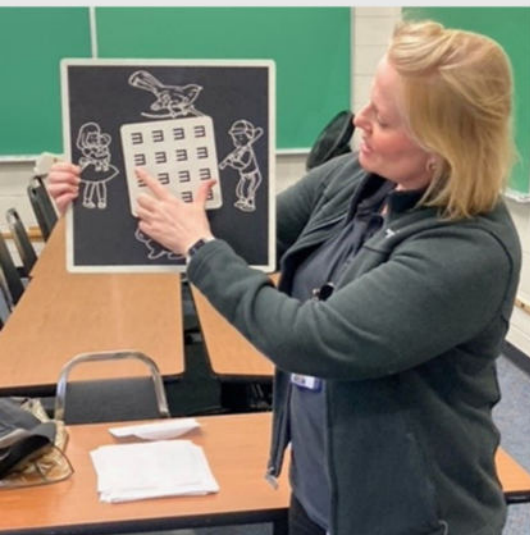
The Nursing Services Division:

- Supports homebound residents with vital sign checks, assessments, referrals, vaccines, and essential interventions not covered by insurance or home health care.
- Offers low-cost health screenings at Village Hall, the Senior Center, and senior housing locations.
- Provides TB skin tests, employee flu vaccinations, and one-on-one health education at clinics.
- Performs State-Mandated Vision & Hearing Screenings.
- Partners with the Arlington Heights Fire Department and Social Services Division to assist residents in need of further support and referrals.
- Provides blood pressure and A1c screenings and offering first aid support at Village events.
- Hosts wellness groups and clinics.

In 2024, the Nursing Services Division:

- Conducted over **936** home visits to support vulnerable residents in the community.
- Completed **913** blood pressure checks and **320** blood sugar checks at the Senior Center.
- Screened hearing and vision for **1,077** elementary aged students.
- Supported residents **102** times with refilling medications.

By guiding impactful programming and strategic partnerships, the Director of Health & Human Services ensures that Arlington Heights residents receive high-quality, accessible healthcare services that promote overall wellness and support.





Health & Human Services Department

About the Social Services Division

The Director of Health and Human Services oversees a Social Services Division which provides vital support to Arlington Heights residents through mental health services, financial assistance, and community outreach. The team consists of a Social Services Coordinator, a Disability and Senior Services Social Worker, and an Administrative Assistant.



The Social Services Division:

- Provides stabilization services, crisis intervention, and case management in collaboration with Police, Fire, and community agencies.
- Manages a Counseling Subsidy Program, ensuring residents can access affordable outpatient therapy.
- Coordinates referrals for substance use treatment and supports the Community Addiction Recovery Effort (CARE) Program, and works with law enforcement on diversion efforts.
- Leads mental health education and training for organizations, churches, and the public, maintaining a presence in libraries, food pantries, and public forums.
- Manages the Emergency Assistance Fund, collaborating with local organizations to provide emergency shelter, transportation, and financial relief.
- Screens applicants for Park District Assistance Programs, increasing access to recreation and childcare.
- Oversees the Holiday Assistance Program, distributing gifts and food to families in need.
- Helps seniors age in place through assessments, caregiver support, and home modification recommendations.

In 2024, the Social Services Division:

Coordinated sponsors to support **75** families over the holidays.
Provided support for **50** families facing eviction.

Through strategic leadership and collaborative partnerships, the Director of Health & Human Services ensures that Arlington Heights remains a supportive, inclusive, and resilient community.



The Ideal Candidate

The ideal candidate for the Village of Arlington Heights next Director of Health & Human Services will be a compassionate leader with:

- A Master's degree in Public Administration, Public Health, Environmental Health, or a related field
- 7+ years of experience in administering public health services
- Strong knowledge of local, state, and federal public health regulations
- Experience with budget preparation and fiscal management
- Understanding of community resources, social service programs, and public-private partnerships
- Exceptional leadership and team management skills
- Strong communication and interpersonal abilities for engaging with residents, staff, and officials
- A commitment to professionalism, integrity, and public service

The person in this role must be available to attend evening Board and commission meetings on an occasional basis.





Why Join Our Team?

The Director of Health and Human Services position offers an experienced public health and social services professional the opportunity to lead and innovate within a well-supported and forward-thinking community.

The anticipated starting salary for this position is **\$140,000** plus, depending on qualifications and experience. The full salary range for this position is \$139,728 - \$202,606. Residency in Arlington Heights is not required.

The role offers a comprehensive benefits package including:

- Multiple health insurance options
- Dental insurance - base coverage at no-cost (employee only)
- Vision insurance
- Generous paid holidays, sick time, and vacation package
- Participation in the Illinois Municipal Retirement Fund (IMRF) pension plan
- Life insurance
- Cell phone stipend
- Employee Assistance Program
- Opportunities for professional growth, training, and career development
- Hybrid work arrangements available
- And much more!





Health & Human Services Department

If you're an experienced public health or social services professional ready to make a lasting impact on community health and well-being, apply today!

Applications will be reviewed as received, and an initial selection of candidates will take place on Friday, April 4, 2025. Applications will continue to be reviewed until the position is filled.

For more information about this position, please contact Beth Cooper, HR Generalist at (847) 368-5155 or Kelly Livingston, Director of Human Resources at (847) 368-5152.

For more information about the Village of Arlington Heights, visit our website at www.vah.com or visit www.vah.com/careers to apply. Please include a detailed cover letter and resume outlining your qualifications and experience, along with at least three professional references.

Apply by April 4, 2025

