



Title: LMFT/LCSW Director of Counseling
Reports To: Executive Director
FLSA Status: Exempt
Classification: Full Time 35 hours per week
Wage: \$43.00 per hour - \$78,260 annually

Summary

Under the general direction of the Executive Director, the Director provides leadership and management to the Counseling programs. This includes staff at Senior Peer Counseling (SPC), Crisis Counseling, Older Adult Collaborative (OAC), Human Trafficking Outreach, Family Liaison, Summer Adventures, and School Counseling Program. The Director may also provide supervision for Registered Associates and provide direct counseling services, as required. This position is the primary contact person for the Counseling Dept.

Master's Degree in behavioral health and current BBS licensed Marriage & Family Therapist (LMFT) or Clinical Social Worker (LCSW) is required.

WCCS offers a generous benefits package that includes Medical (the base plan is offered at no cost), Dental, Vision, Life Insurance, 403b Retirement Plan with matching contributions, paid vacation and sick time along with paid supplemental time off. The agency also provides 12 paid holidays per year.

Essential Functions

- Develop and implement plans that meet the goals and outcome requirements of funding source agreements

- Provide effective leadership and supervision to the Counseling and Behavioral Health program staff
- Maintain thorough, accurate records and client files as required by grant contracts and Legal & Ethical Codes for LMFT/LCSW.
- Report on services provided and provide quarterly and annual statistics
- Weave positive mental health training and messaging throughout agency and its programs
- Maintain a balanced working budget for each Counseling Program
- Establish new or renewing contracts/MOU's for Counseling services provided by programs within the Department.

Duties and Responsibilities

- Accountable to achieving desired outcomes with the program team
- Develop a close working relationship with key players at County Mental Health and local community partners to determine department direction and potential partnership and funding opportunities
- Perform other related duties at the direction of the Executive Director

Knowledge Skills and Abilities

- Strong strategic planning aptitude and program development experience
- Flexible and creative thinker
- Ability to build effective relationships with staff, volunteers, community members, and partners.
- Adept at working on many projects simultaneously
- Ability to work collaboratively with others and also work independently
- Excellent listening and communication skills
- Capacity to manage multiple contracts

Minimum Qualifications

- Master's Degree in behavioral health required
- Current BBS Licensed Marriage & Family Therapist (LMFT) or Clinical Social Worker (LCSW)
- Ability to provide Clinical Supervision to Associate or Trainee MFTs preferred
- At least 2 years' experience managing administrative and programmatic staff
- Successful track record of working within a client-driven philosophy and local community care system
- Possess a valid CA driver's license with a good driving record and proof of insurance

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Americans with Disabilities Act

WCCS has pledged to ensure that employees and applicants have equal access to job opportunities, will not be discriminated against based on having an actual or perceived disability, and will have the same opportunity for employment, promotions, and transfers as those individuals who do not have disabilities. WCCS complies with requests for accommodations under the Americans with Disability Act, including the Amendments Act.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of this position.

Move, traverse – regularly moves about the Center and beyond to communicate and interact with clients and staff

Communicate, exchange Information - must successfully partner with WCCS management and staff via phone, text, or email

Detect, identify – frequently reviews and researches program related topics via websites, blogs, and social media

Strength – will occasionally move and/or rearrange items, up to 20 pounds

Stationary position – must be able to remain in a stationary position up to 30% of the time

Operate, draft/write, compile – consistently uses a computer and cell phone to communicate, submit reports, prepare and review budgets, complete performance reviews

West County Community Services is an equal opportunity employer. Our agency values diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability, HIV/AIDS status, veteran status, or any other legally protected.