

Position Title: Director of Counseling Services
Reports to: Associate Director
Hours: 25-30 hours per week
Location: San Luis Obispo County
Salary: \$40/hour

How to apply:

Please submit salary requirements, a resume and a cover letter electronically to HR@StandStrongNow.org . NOTE: Please put "Counseling Director" in the email subject line. No calls, please. Submissions will be reviewed on an ongoing basis until the deadline. Visit www.StandStrongNow.org to learn more about us.

Our Mission:

To support survivors and end domestic violence in San Luis Obispo County.

Purpose and Responsibilities

Under the direction of the Associate Director, the Counseling Director is responsible for Stand Strong's counselors, administration of the Counseling Department, some clinical supervision, and general oversight of the counseling services and counseling internship educational program of Stand Strong.

Job Duties

- **Compliance:** Together with the Clinical Supervisor, monitor supervisors' compliance with all ethical and legal counseling standards including the reporting of child abuse, dependent adult abuse and elder abuse. Contact the BBS and/or CAMFT when further professional consultation is warranted. Determine when an additional psychological opinion or outside consultation is appropriate. Serve as Clinical Supervisor to some Trainees and Associates.
- **Management and Administration:** Lead the Counseling Department. Ensure that school contracts and client needs for counseling are fulfilled by allocating counselors' hours appropriately. Ensure appropriate assignment of counselors to clients per grant parameters, contract parameters, counselor strengths, etc. Pursue strategies to maximize availability of counselors and minimize counseling wait list. Ensure appropriate levels of counselor productivity.
- **Recruiting:** Conduct community outreach and recruitment presentations to relevant groups (e.g. Cal Poly, Central Coast CAMFT, etc.). Recruit and identify new prospective counselors (volunteer trainees and associates). Create and maintain a Trainee and Associate Internship educational program.
- **Liaison:** Act as the agency's official liaison with outside constituents relevant to counseling services. Examples include, but are not limited to, serving as the primary point of contact for school counseling contracts, responding to inquiries from the public regarding clinical services, contacting the Board of Behavioral Services (BBS) regarding pertinent ethical/legal matters,

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representing Stand Strong on external committees as requested by the Associate Director, etc.

- Program Development: The Counseling Director's professional expertise and insight will be utilized in expanding and improving upon the agency's current services. This includes, but is not limited to, grant writing and reporting, conducting feasibility analysis of new services, considering new treatment approaches, and exploring new sources of program revenue.
- Record Keeping: Review and provide approval of counselor timesheets and other administrative records. Provide monthly departmental reports and other data from the Counseling Department as needed.
- Reporting: Report suspected child abuse, elder abuse and dependent adult abuse, as per state law.
- Participate in regular department, all-staff, and other meetings as requested by the Managing Attorney, Executive Director, and/or Associate Director.
- Occasionally provide trauma-informed, survivor-centered services to clients both in person (assisting walk-ins, bringing clients to safe housing) or by answering the Stand Strong 24/7 Crisis & Information line.
- Perform other duties as assigned by the Associate Director or Executive Director.

Key Characteristics

- Compassionate, empathetic, non-judgmental.
- Excellent oral and written communication skills.
- Able to work independently.
- Able to handle sensitive issues with discretion and confidentiality.
- Demonstrated cultural competency in dealing with diverse populations.
- Works closely, cooperatively, and collaboratively with others.
- Strong work ethic and commitment to the organization's mission and vision.
- High level of initiative and reliability.
- Enjoys problem-solving and is willing to find creative solutions.
- Open to acquiring new expertise and skills.
- Adapts to and works effectively in a variety of situations.
- Ability to learn new technologies and software.
- Acts on and makes timely decisions, takes responsibility for own results, and maintains a professional image.
- Strong planning and organizational skills, as well as the ability to manage multiple tasks, meet deadlines and respond to changing priorities.

Qualifications

- A valid California license as an LMFT, LCSW or Licensed Clinical Psychologist and the ability to provide clinical supervision according to BBS regulations.
- Master's degree in Clinical Psychology, Social Work or another related field.

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- A minimum of two years' experience working in domestic violence or a related field.
- Knowledge and understanding of trauma and its impacts on mental health.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Fluency in English is required, fluency in Spanish is preferred.
- Current California Driver's License and vehicle insurance.

Requirements

- Must satisfactorily pass a background check (paid for by employer).
- Completion of Stand Strong's 40-hour DV training program, to be initiated as soon as possible upon employment and before working with any Stand Strong clients.
- Some nights and weekends will be required.
- Personal Professional Liability Insurance 1M/3M.
- Holman Group Provider (Registration required; employer can assist)

Stand Strong's Core Values:

Safety: We claim an atmosphere of emotional, verbal, and physical non-violence in our workplace and in our programs.

Integrity: We act with honesty and transparency in all that we do to foster collaboration, trust and sustainability.

Confidentiality: We believe in the importance of protecting private information.

Survivor-centered: We hold survivors, their strength and their resilience at the core of all we do.

Empowerment: We stand with our clients; we don't act or speak for them. We serve them as advocates.

Diversity: We value inclusion and acknowledge that everybody is different and important. We treat every individual with respect and kindness.

Respect: We act with professionalism, courtesy, and fairness to empower our clients, our community partners, each other and ourselves.

Please Note:

- Stand Strong is an equal opportunity employer (EOE) and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other protected status covered by Federal and CA State law.
- This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at Stand Strong.
- Some amount of stooping, kneeling, bending, lifting, walking, carrying, and other movements may be required. The position will require extended periods of time sitting and working on a computer keyboard that will involve extensive wrist and hand movement. The employee will be required to perform these movements without risk of injury to themselves or others, or to demonstrate how they can perform the essential functions listed above.

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