

COUNSELING PROGRAM DIRECTOR JOB DESCRIPTION

Position Summary: Assists the Executive Director in the implementation and management of counseling programs, staff, budget, marketing and provides outpatient mental health services.

Major Tasks

1. Make certain that all therapy staff either is licensed or certified in their respective fields or has established a plan to obtain such licenses.
2. Will do semiannual evaluation of supervisees.
3. Supervises clinical staff.
4. Provides supervision of therapy staff as assigned by the Executive Director.
5. Reviews resumes and conducts first interviews of prospective therapists.
6. Develops networking strategies to ensure efficient utilization of services and resources. Seeks out opportunities and develops drafts for third party contracts, EAP services and assists with community outreach.
7. Assists agency in establishing a marketing plan.
8. Maintains ½ time counseling load and assumes responsibilities as outlined under Outpatient Therapist's job description.
9. Development of standards, policies, and procedures for therapy programs.
10. Identify staff training opportunities, speakers and arranges for programs.
11. Attends staff meetings, Department Heads meetings, case consultation and other meetings.
12. Provides oversight for therapy groups, and psycho education programs. (Smile, CSP and JSC).
13. Sees to it that needed reports for each program are completed and the program evaluations are compiled.
14. Works with Executive Director to establish budgeting and goals for counseling programs and staff.
15. Establishes program evaluations matrix and standards to measure program impact. Provides an annual report to the Program Committee and provides executive summary to the board.
16. Established program evaluation matrix and standards to measure workshop, presentations and group and provides an annual report to the board and provides executive summary to the board.
17. Other duties as assigned by the Executive Director.

Requirements of the Position

1. Master in Social services field.
2. Holds MSW-PIP or LPC-MH, license in the state of South Dakota for 2 years or longer and is on the South Dakota Counselor Licensure Supervisor list.
3. Understands Catholic Social Teaching and demonstrates a willingness to live a personal and professional life accordingly.
4. Is familiar with all state and federal laws related to providing mental health services.
5. Position requires ability to travel and some overnights.

6. Informs Executive Director of changes in licensing status or if complaints have been made to the licensing or certification board.

Relationships

1. Reports directly to the Executive Director.
2. Maintains effective working relationships with co-workers, other social service agencies, Catholic Diocese, parishes, schools, Tribal entities, United Way, governmental entities, and other non-profit agencies.

5.29.18 Approved