



## JOB POSTING

**Job Title:** Director of Counseling Services  
**Department:** Counseling  
**Reports to:** Chief Program Officer  
**Employment Status:** Exempt, Full time

### **Position Summary**

Under the direct supervision of the Chief Program Officer, the Director of Counseling is responsible for the oversight of all Counseling Services, including staffing the department; developing and managing budgets and contracts; and developing proposals to support grant applications. The Director is responsible for providing effective and inspiring leadership, driven by SAY's Core Values and agency mission. The Director provides direct oversight to the Counseling Services Program Managers and the Lead Clinical Supervisor.

### **Essential Job Functions and Responsibilities:**

- Provide direction, oversight, and support to staff
- Ensure adequate staffing of the department by supporting the recruiting, hiring, training, and evaluating team members
- Oversee contracts and other agreements, ensuring services are meeting funder requirements and expectations while maintaining positive and professional relationships with team members, funders, and partners
- Oversee documentation and file security
- Oversee internal and external reporting
- Provide direction and oversight to ensure successful program audits and visits
- Responsible for keeping abreast of all Medi-Cal and other regulations changes and ensuring staff have necessary training
- Assess and update current client record keeping and data management systems
- Work with Chief Programs Officer and Development Team to make recommendations regarding development of programs and assist with grant writing process,
- Work with Chief Program Officer and Fiscal Team to prepare and monitor budgets, including monthly fiscal reviews to monitor revenue and expenses
- Oversee facility maintenance, safety, and cleanliness and promptly report concerns, including ensuring the waiting room has a current fire clearance
- Verify accuracy of and approve timesheets
- Perform other related duties as assigned

**Minimum Qualifications**

- Licensed as an MFT, LCSW, or Licensed Psychologist
- At least three years of experience in non-profit program management role
- Experience managing a budget
- At least six years of experience working with youth and families
- Demonstrated awareness of, sensitivity to, and competence in working with cultural and socioeconomic diverse clients
- Must have physical ability to actively complete all job duties
- Must pass criminal background check
- Must pass TB screening

**Knowledge, Skills, and Abilities:**

- Excellent writing and communication skills
- Present professional attitude and behavior at all times
- Demonstrate good rapport and boundaries with youth and families
- Demonstrated skills with various computer applications/software
- Ability to view issues from a systemic perspective; to problem solve and seek creative solutions
- Ability to initiate and sustain work with minimal direction
- Ability to meet all deadlines in a timely manner
- Ability to maintain high level of confidentiality / discretion
- Ability to develop and maintain relationships with community partners in a professional manner
- Ability to participate in various agency and community meetings and trainings
- Ability to assist with public relations and agency outreach efforts
- Ability to abide by all applicable legal and ethical guidelines
- Must have physical ability to actively complete all job duties.