



JOB ANNOUNCEMENT

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at http://www.billwilsoncenter.org/bwc_jobs/

JOB TITLE: Director of Counseling Services

SUMMARY:

The Director of Counseling Services is an integral part of the agency's Leadership Team and is responsible for oversight, management and execution of all contracts supporting program to include Centre for Living with Dying, Critical Incident Stress Management, Parent-Child Interactive Therapy, Child Abuse Treatment, community and private school counseling and developing stellar Intern training program that cultivates professional growth leading toward their goals of becoming therapists.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Strategy Formation and Oversight

- Direct and oversee program grants, capacity building and cultivate relationships with stakeholders including private schools, unified school districts, county agencies and private foundations
- Develop and/or renew Memorandums of Understanding (MOU's) with private schools and conduct outreach to expand schools to provide counseling services
- Markey and expand relationships with universities and state colleges for Intern recruitment
- Utilize Performance Quality Improvement (PQI) strategies to address any shortfalls in meeting grant goals, outputs and/or outputs.
- Complete all quarterly, annual or bi-annual reports to grantors as directed by contracts
- Lead efforts to meet agency objectives of
 - Deepen programmatic impact and effectiveness
 - Improve data driven decision making
 - Increase reach through partnerships and collaboration
 - Foster a culture of learning, support and appreciation
 - Reaffirm commitment to diversity, inclusion, equity and belonging
 - Analyze update and execute sliding scale for counseling services based on market rates

Management and Leadership

- Provide organizational leadership among staff and interns that cultivate professional growth
- Provide visionary leadership that transcends across agency and promotes agency objectives through meetings, retreats and events
- Oversee coordination and alignment within the team as well as across teams, including annual grant renewals, new grant proposals, staffing and budget considerations from implementation to full execution and monitoring
- Provide and assign licensed clinical staff to supervision of Intern hours toward their education and/or BBS requirements
- Develop training program for new staff and interns and execute training program
- Maintain fidelity of evidence based practice models used within program (PCIT, Seven Challenges, Trauma Informed Care, TF CBT, Motivational Interviewing)
- Coordinates counseling center with school and community services
- Analyzes counseling and guidance procedures and techniques to improve quality of service
- Counsels individuals and groups relative to personal and social problems, and educational and vocational objectives
- Provide co-therapy as appropriate and assist with intern class
- Review client files for quality control
- Provide individual, family and couples therapy as appropriate
- Supervises in-service training programs in counseling, testing or occupational information for graduate students
- Participates in appraising qualifications of candidates for agency counseling positions and eligibility of students for admission to intern program
- Provide day-to-day support for staff. Meet with staff regularly to review accomplishments, needs, questions, etc. Help staff grow in their positions.
- Conduct initial 6-month reviews for new hires and annual performance reviews for staff
- Approve financial requests for staff (i.e., mileage or reimbursement requests) and approve PTO requests
- Disciplinary/Corrective actions for staff if needed. Bring any serious performance concerns to the attention of Human Resource

Stakeholder Engagement

- Participate in contractor meetings, maintain communication with contract analysts for any programmatic changes or budget modifications; cultivate new relationships with school principals, county partners, foundation partners and volunteers
- Represent the organization to public audiences and external partners

· Other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES:

This job directly supervises 3 Program Managers, Intern Program and Interns, Director of CISM.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Master's Degree in Counseling or related field, Licensed MFT or LCSW & 4-10 years related field experience. Experience working with culturally diverse families required. Experience managing staff required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driving is a requirement of the job (valid California driver's license with access to a personal vehicle that can be used for company business and current personal automobile insurance). Licensed MFT or LCSW. Current CPR and First Aid Certification required (or complete within 30 days of hire).

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts as required for reporting.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software. Internet research skills are a plus.

PHYSICAL DEMANDS:

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; stand, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Director of Counseling Services

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.

SALARY RANGE:

\$108,000 – 115,000 per year. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

For consideration, please submit cover letter and resume to and be sure to reference the position name in the subject line and/or cover letter:

BILL WILSON CENTER
ATTN: Resumes
FAX: (408) 244-4022
Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.