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:
Directs personnel engaged in providing counseling services. Responsible for supervision and management of all agency counseling services including the evaluation and quality of counseling services provided by staff and interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct in-service training program for professional staff including Medi-Cal training
- Meet outputs and outcomes from all grants
- Maintain positive, professional relationships with colleges and universities for intern pool as well as community stakeholders funding counseling services
- Analyze, update and execute sliding scale for counseling services based on market rates
- Cultivate Interns for potential job opportunities through BWC
- 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
- Addresses community groups and faculty members to interpret counseling services
- Completes annual quality control report
- Provides crisis and clinical consultation to all programs
- Coordinate implementation of follow-up surveys and assess outcomes
- 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 Resources.
• Ensure that any BWC vehicles used are kept tidy and that any maintenance or safety issues are reported to the Facilities Manager immediately.
• Ensure that site is neat and tidy and report all maintenance or safety issues to manager or Facilities Manager immediately.
• Regular attendance is a requirement of the position.
• Participate in agency Program Quality Improvement Activities and initiatives
• Participate in agency Safety initiatives and proactively report safety issues to management immediately
• Other duties as may be assigned.

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

QUALIFICATIONS:
Master’s Degree in Counseling or related field, Licensed MFT or LCSW & 4-10 years related field experience. Licensed MFT or LCSW. Experience working with culturally diverse families required. Ability to provide BBS clinical supervision (or obtained within 3 months of hire). Current CPR and First Aid Certification required (or complete within 30 days of hire). Fingerprinting/background check and TB test required. Must have possession of current driver’s license, access to a vehicle and personal automobile insurance.

SALARY RANGE:
Salary depends on experience. Benefits include employer paid Medical, Dental, Vision, Life Insurance, Long Term Disability and Employee Assistance Program as well as access to Flexible Spending Account for Health and Dependent Care and Commuter Benefits, Voluntary Short Term Disability, Supplemental Life Insurance, Voluntary Accident Insurance and Retirement Plan with discretionary Employer Contribution. We also have a generous Personal Time Off (PTO) Plan and 12 Paid Holidays. In addition, Bill Wilson Center offer’s extensive training, mileage reimbursement, FREE Staff Wellness Program/Activities including Yoga 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.

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. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency’s operations, responsibilities may be modified at any time.

Director of Counseling Services