



Position Description

Title: Director - Community Counseling Services		
FLSA Class: Exempt	EEO Category: First/Mid Manager	WC Class: 8861
Job Title #: 380001	Salary Grade:	
Date Approved: 12/5/2016	Purchasing Approval Level: III	
Revision Date: 11/30/2017	Job Class: Home and Community Based Services	
Revision Date:	Grant Funded: No	

Purpose of Position

The Community Counseling Director is responsible for managing Community Counseling services with multiple locations in a region or multiple regions. This position also provides therapeutic services to children & families. The position reports to the Assistant Vice President of Community Behavioral Health Services.

Major Duties (*Essential Element)

- Provide individual, family or group counseling services*
- Marketing the Community Counseling services*
- Seek and obtain referrals for therapy services*
- Manage operation of Community Counseling services to ensure proper staffing, oversight and performance*
- Member of the Regional Leadership Team
- Manages the operations of other community outreach programs as needed
- Management of staff productivity for established budget expectations

Working Conditions

Office environment

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities

required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Qualifications

- LPC or LCSW
- Strong customer service focus, excellent time management, oral and written communication skills.
- Must be proficient in Word, Excel and email applications.
- Skills required include organizational and interpersonal skills.

Required Education and Experience

- Master's degree in Social Work or Counseling and licensed as a LPC or LCSW.

Preferred Education and Experience

- Outpatient clinic management
- Specialized assessment and therapeutic services (i.e. trauma)

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee Signature: _____