

The Director of Counseling Services is responsible for leading services provided to both adult & child witnesses of domestic violence. Responsible for the oversight and supervision of the counseling staff, providing assessments, developing service plans, and utilizing appropriate therapeutic interventions to reduce the impact of domestic violence. The Director is responsible for counseling programs (victims and IPDAV – PAIP Supervision Required) as directed by the agency’s strategic plan. Director reports to the Chief Programs Officer and works closely with all programs.

Position is located in Zion, IL

RESPONSIBILITIES:

- Collaborates with the CPO and CEO to develop annual departmental goals and creates implementation plans for fulfillment of set goals.
- Leads, coordinate, supervise, and evaluate all programs and ensure compliance with funding requirements, programs, and service contracts.
- 60% direct client service hours.
- Analyze need and develop new counseling programs as defined in the agency strategic plan and funding objectives.
- Coordinate outreach efforts of the agency for counseling services, developing a good rapport and networking with area agencies.
- Develop and revise policies and procedures necessary for quality comprehensive counseling programs.
- Provide leadership, mentoring and supervision of counseling staff to ensure the goals and objectives of the department are met.
- Develops a cohesive counseling team and mentors team to grow and develop as clinicians.
- Ongoing evaluation of counseling staff, individually, to ensure desired outcomes of the agency’s goals are met and to hold staff accountable.
- Assist in hiring of therapist level staff as well as provide ongoing training (including 40 Hr Domestic Violence training) as needed to be included in the evaluation process.
- Works with Outreach/Education Coordinator to interview interns for counseling positions.
- Participate in grant writing to fund programs. Support and assist with fundraising efforts.
- Required to complete IM + CANS training, the assessment that provides a standardized, modular framework for assessing the global needs and strengths of individuals who require mental health treatment when working with clients.
- Act as advocate for clients with legal, medical, counseling, welfare, housing, educational and other services as needed.
- Ensure policies and procedures of the Agency are adhered to in working with clients and in supervision of staff.
- Carry counseling case load based on funding grants for position
- Attend and participate in multi-disciplinary team case reviews to coordinate delivery of services.

- Attend and participate in staff meetings, as well as other training and meetings as requested.
- Perform all other duties as assigned.

QUALIFICATIONS:

- **Masters in Social Work, Psychology or closely related field.**
- **Full Licensure required - LCSW preferred.**
- Working knowledge of Medicaid Billing.
- Previous use of CIS strongly preferred.
- Excellent interpersonal, verbal, and written communication skills necessary to develop networking relationships, provide education to staff and the public and to write reports on the status of the non-residential programs.
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- Excellent planning skills to develop new programs and manage existing services.
- Strong analytic and strategic thinking skills required to monitor budgets, write grant reports and goals and to evaluate effectiveness of programs.
- Excellent organization skills to manage multiple site locations, develop staffing patterns and manage caseload.
- Strong initiative required to actively market the non-residential victim service programs.
- Ability to efficiently manage and complete multiple tasks.
- Ability to work independently and as a part of a team.

Ability to accept, to understand, and to relate sensitively to people of varied socio-economic, racial, cultural, and experiential backgrounds.

A commitment to the philosophy and program of A Safe Place, which includes a commitment to survivor's and children's issues, sharing a belief in helping to create a society free from violence, and in working in a cooperative environment.