

**A SAFE PLACE  
LAKE COUNTY CRISIS CENTER**

**The Associate Director of Behavioral Health** responsible for coordinating services provided to both adult & child witnesses of domestic violence. Responsible for assisting in 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 Associate Director is responsible for assisting with counseling programs as directed by the Clinical Director & agency's strategic plan. Reports to the Behavioral Health Clinical Director and works closely with all programs.

*A Safe Place is a recognized 501(c)3 nonprofit organization listed under Lake County Crisis Center for the Prevention & Treatment of Domestic Violence Inc.*

**RESPONSIBILITIES:**

- Collaborates with the Clinical Director & CPO to develop annual departmental goals and creates implementation plans for fulfillment of set goals.
- Assist in coordination, supervision, and evaluation of all programs and ensure compliance with funding requirements, programs, and service contracts.
- Maintain 60% direct client service hours.
- Carry counseling case load based on funding grants for position.
- Assist in approval of treatment plans.
- Assist in analyzing need and development of new counseling programs as defined in the agency strategic plan and funding objectives.
- Assist in the development and revision of Policies & Procedures as it relates to comprehensive counseling programs, Medicaid and Electronic Record System.
- Assist in mentoring and providing supervision with Behavioral Health Team, (Only when fully licensed).
- Assist in the development of a cohesive counseling team and mentors team to grow and develop as clinicians.
- Assist in the 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 potential to 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.
- Assist in the orientation, training and mentoring/supervision of Counseling interns, (Only when fully licensed).
- Assist in the completion of grant reporting, 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.
- 7 day on-call rotating schedule to support Emergency Shelter as needed.
- 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 strongly preferred. Candidate with LPC/LSW and obtaining full licensure within 6 months will be considered.
- 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.
- 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.

Job Type: Full-time