



## **Director of Counseling**

### **Job Description**

#### **BASIC FUNCTION:**

The Director of Counseling is responsible for counseling services offered by The Retreat.

#### **SPECIFIC RESPONSIBILITIES:**

- Supervision of counseling staff, including setting and monitoring productivity standards.
- Conduct weekly client sessions.
- Meet grant reports and funding requirements.
- Update counseling manual.
- Respond to hotline calls.
- Arrange and/or conduct in-service training/follow-up sessions, instructional/informational sessions for direct service staff and other staff when appropriate.
- Serve as a member of agency management team and attend weekly meetings.
- Meet weekly with Core Services Director and Executive Director
- Assist in development of new projects, grants proposals and funding as needed.
- Conduct and/or assist with community and professional awareness presentations, educational workshops/seminars.
- Participate in agency fundraising events.
- Perform other duties as assigned.

#### **QUALIFICATIONS:**

- Licensed Clinical Social Worker or Licensed Mental Health Counselor
- Experience: 2 + years of counseling experience and preferred experience working in nonprofit.
- Professional Skills: Must have experience in program management and has the ability to work effectively in cross-functional teams.
- Must possess a high level of competence in interpersonal communications and relationship building.
- Must be able to motivate and inspire team members to participate and work effectively on cases.
- Working Environment: Must be able to work in a team environment with minimal supervision.
- Attitude: Must be mission driven and have a passion for community change.
- Flexibility to meet staff and client needs. May require some evening hours.
- Technical Skills: Must be computer literate (MS Office, Google documents, email (Outlook), client database (specific training in Retreat client database will be provided if needed).
- Spanish speaking competency is an asset.

#### **ORGANIZATIONAL RELATIONSHIP:**

Reports to the Director of Core Services and Executive Director

**Interested applicants please send a letter of interest and résumé to:**

**[humanresources@theretreatinc.org](mailto:humanresources@theretreatinc.org).**

Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Retreat Inc. ("The Retreat") is an Equal Opportunity Employer*

*The agency values and is committed to providing compassionate, empathic, and culturally aware services to all clients/members. Interactions are approached with these values in mind, and it is expected that clients/members will be treated with compassion, respect, and sensitivity during the provision of holistic, inclusive, and welcoming services.*