

# **YOUTH IN NEED**

## **JOB DESCRIPTION**

### **BACKGROUND**

**Job Title:** Director, Counseling Services  
**Reports To:** Senior Director, Counseling Services  
**FLSA Status:** Exempt

### **PURPOSE OF JOB**

Responsible for managing counseling operations, and providing clinical supervision to therapists and other counseling program staff

### **ESSENTIAL RESPONSIBILITY NO. 1 - 40% OF TIME**

**Description:** Supervise therapists providing counseling services (and Administrative Assistant for Directors over an office)

- Task No. 1 Conduct weekly supervisory sessions with assigned clinical personnel
- Task No. 2 Review case records and utilization of therapists
- Task No. 3 Complete and submit performance evaluations in accordance with YIN policy
- Task No. 4 Hire, train and evaluate new personnel in the counseling program
- Task No. 5 Direct, monitor, and evaluate Administrative Assistant as assigned

### **ESSENTIAL RESPONSIBILITY NO. 2 - 20% OF TIME**

**Description:** Responsible for ensuring that counseling programs are in full compliance with YIN policies as well as relevant contracts, funders, and monitoring entities

- Task No. 1 Monitor referrals and service data to ensure target goals and billing requirements are met
- Task No. 2 Manage outcome/output database/reports for staff/team and partners
- Task No. 3 Facilitate File Review process, in compliance with COA standards
- Task No. 4 Oversee client satisfaction surveys and follow-up, in compliance with agency requirements

### **ESSENTIAL RESPONSIBILITY NO.3 - 20% OF TIME**

**Description:** Actively engage in community relations, advocacy, and program development

- Task No. 1 Serve as YIN's liaison with schools served as well as community organizations to provide advocacy, enhance community relations, and promote YIN programs
- Task No. 2 Enlist feedback from and communicate with school and community partners to ensure YIN therapists are providing best possible services

- Task No. 3 Provide training and technical assistance upon request, both intra-agency and in the community
- Task No. 4 Participate actively in a P3 or other YIN committee as designated by supervisor
- Task No. 5 Oversee the use of counseling outcome measures, as well as ensure compliance with outcome data collection via ImagineOMS

#### **ESSENTIAL RESPONSIBILITY NO.4 - 20 % OF TIME**

Description: Oversee daily operations of counseling program services

- Task No. 1 Facilitate Staff Meetings weekly, or as designated by supervisor
- Task No. 2 Coordinate and review referrals for counseling services to ensure appropriate
- Task No. 3 Attend Directors and Management meetings and supervisor trainings; disseminate relevant information to staff/team
- Task No. 4 Provide individual, family, and group therapy as needed to meet contract requirements

#### **ADDITIONAL RESPONSIBILITIES**

- Task No. 1 Review Performance Quality scorecards/data with team and respond to requests for PCubed Staff Committee's for feedback and information.

#### **Required Education and Credentials**

Master's in Counseling, Social Work, or related

LPC or LCSW licensure

Ability to provide licensure supervision for assigned staff preferred

#### **KNOWLEDGE**

Clinical supervision

Counseling- individual, family and group services

At-risk/hard to reach populations

Child and Teen development and behaviors (typical)

Strengths-based approach

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Knowledge of Microsoft office products and ability to navigate program specific software.

Ability to be CPR certified required

#### **EXPERIENCE**

Five years counseling/clinical experience providing individual, family, group counseling

Counseling children, adolescents, and families

Grant preparation

Clinical supervision

Needs and identification of abused and neglected children and adults

Child and teenage development and individual and family functioning

Working with hard to reach or at-risk individuals

Collaborating with other disciplines and providers

## **SKILLS**

Excellent verbal & written communication skills  
Community networking  
Clinical decision-making  
Leadership  
Attention to detail  
Needs and identification of abused and neglected children and adults  
Child development, and individual and family functioning  
Working with hard to reach or resistant individuals  
Collaborating with other disciplines  
Technological skills related to web-based data management, excel

## **ENVIRONMENTAL CONDITIONS**

This job operates both in an office environment and within the programs. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **PHYSICAL REQUIREMENTS**

When performing the duties of the job, the employee is regularly required to talk, hear and write. Must have visual ability to supervise youth. Must be able to ascend/descend stairs to serve clients.

## **DRIVING REQUIREMENTS**

Driver's License – Required  
Local travel required.  
Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

## **OTHER REQUIREMENTS**

Individual must promote the P-cubed plan through guidance, supervision and program implementation  
Individual must ensure that service delivery and staff/team behavior is aligned with YIN's Mission statement, Strength-based philosophy, and Diversity statement

**Written By:** Cara Merritt

**Approved By:** Michelle Gorman, April Steavenson

**Approval Date:** 7/23/19, Reviewed 2/5/20

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed or Typed Name** \_\_\_\_\_

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.