

Job Title	Counseling Director	Program	Counseling Services
Supervisor	Chief Executive Officer (CEO)	Direct Reports	Victim's Counselor Children's Counselor Children's Advocate Practicum Students
Hours	Full Time (40 Hours Per Week)	Status	Exempt

To Apply: Email their cover letter and resume to Bethf@safehousenv.org attention Beth.

Job Purpose

The Counseling Director oversees the counseling programs and services at S.A.F.E. House, ensuring the delivery of trauma-informed, survivor-centered care to clients. The Counseling Director supervises counseling staff, manages the Counseling Program, and develops strategies to meet the emotional and psychological needs of clients. This role also includes managing and supervising the agency's program for the treatment of persons who commit domestic violence, ensuring compliance with state requirements.

Duties and Responsibilities

Oversee the Counseling Services Program

- Oversee the design, implementation, and evaluation of counseling programs, including individual counseling for survivors and their children, and the children's advocacy program.
- Oversee and maintain client counseling files and records, which includes proper securing and dissemination of this information according to state and federal confidentiality regulations, which includes serving as the custodian of client records at S.A.F.E. House, Inc.
- Ensure counseling services align with trauma-informed care principles, self-determination, client-centered care, and the agency mission.
- Compile statistical data and make regularly scheduled reports based on this data, which are due by the 5th day of the month in which they are scheduled (monthly and/or quarterly).
- Coordinate closely with the other service providers to promote resource sharing, collaboration and the enhancement of the domestic violence continuum of care.
- Collaborate with other S.A.F.E. House program supervisors to facilitate client referrals and enrollment into counseling services.
- Provide suggestions and insights into mental health-related issues, equipping staff with the knowledge and strategies needed to better support clients during the multi-disciplinary team meeting and as needed.
- Be available on-call during non-business hours to support other agency programs in the event of a client experiencing a severe mental health crisis, such as suicidal ideation, by providing guidance and appropriate intervention strategies.
- Coordinate with the CEO to develop and maintain policies and procedures for counseling services.

Oversee the Treatment of Persons who commit Domestic Violence Program

- Manage and ensure the effectiveness of the treatment of persons who commit domestic violence program, including compliance with state guidelines and accountability standards set forth by the Department of Health and Human Services, Nevada Division of Public and Behavioral Health (DPBH)
- Oversee the intake, assessment, and treatment plans for individuals in the program.
- Ensure staff are trained in evidence-based practices for working with individuals who have committed domestic violence.
- Monitor program outcomes and make adjustments to improve efficacy and compliance with applicable legal standards.
- Maintain partnerships with the criminal justice system, probation departments, and other stakeholders.

Supervise Direct Reports

- Coordinate with the CEO, or employee designated by the CEO, to recruit, interview, and hire direct reports.
- Coordinate with local colleges or universities to recruit, interview, and hire practicum students/interns.
- Provide orientation and continuous training to direct reports in all aspects of the Counseling Services Program, including policies and procedures, team building, domestic violence, and related topics.
- Provide group supervision to direct reports one time per month, and as required by the college or university for practicum students/interns.
- Provide ongoing constructive feedback to direct reports with the goal of improving performance in the areas denoted on their job descriptions.
- Consistently apply disciplinary action to direct reports according to S.A.F.E. House, Inc. Employee and Volunteer Handbooks.
- Provide goal driven performance management to direct reports as outlined in the Employee Handbook, which includes facilitating professional development opportunities.
- Provide performance evaluations to practicum students/interns, as well as any additional documentation, as required by their college or university.

Actively Participate in Agency Development and Domestic Violence Prevention

- Participate in agency promotions to increase public awareness and support for S.A.F.E. House, Inc. and the domestic violence cause.
- Develop and maintain partnerships with community organizations, mental health providers, and other stakeholders.
- Represent the agency at community meetings, events, and conferences related to domestic violence, mental health, and offender accountability.
- Participate in agency planning to develop strategies which increase effectiveness and service delivery methods and procedures.
- Present information at staff meetings, training classes, and public events.
- Facilitate and participate in agency team building activities.

Additional Duties

- Attend monthly mandatory staff meetings.
- Learn about new developments in counseling by reading professional literature, attending courses and seminars, or establishing and maintaining contact with other social service agencies.
- Promote team cohesion across agency departments by acting as a team player, conveying respect to colleagues, and maintaining open lines of communication.
- Perform other duties as assigned by supervisor.

Qualifications

- Master's Degree in Social Work or related field required.
- Must be a Licensed Clinical Social Worker (LCSW) or Licensed Marriage and Family Therapist (MFT) in the state of Nevada.
- Must obtain and maintain personal professional liability insurance coverage.
- Ability to maintain professional boundaries with clients, as well as operate within the scope state and federal confidentiality guidelines, and applicable licensing code of ethics at all times.
- At least 2 years' experience overseeing and administering programs such as case management, program development, team building, and staff supervision.
- At least 1 year experience working with domestic violence victims.
- Ability to speak in public and work with diverse individuals.
- Ability to work independently with minimal supervision, take initiative, and self-start.

- Ability to resolve conflict, communicate effectively, remain calm in crisis situations, and maintain a supportive demeanor at all times.
- Possession of a current Nevada Driver's License.

Working Conditions

- Typically works within the Administrative Office environment, however may be required to perform job duties outside of the office setting.
- May work with emotional, demanding, and difficult clients.
- May have to work weekends or in the evening.
- May have to use personal vehicle for business purposes.

Physical and Mental Requirements

- Ability to lift up to 20 pounds.
- May be placed in situations that cause emotional stress, such as witnessing the effects of trauma, therefore ability to effectively handle stress is a requirement.
- May be placed in situations that are life threatening to self or others, such as encountering an abusive partner, violent clientele, or suicide.

The job description is not intended and does not create employment contract. S.A.F.E. House maintains its status as an at-will employer. Employee can be terminated for any reason not prohibited by law.

Employee Signature		Date	
Printed Name			

Supervisor Signature		Date	
Supervisor Title			