



Petaluma People Services Center is dedicated to improving the social and economic health of our community by providing programs that strengthen the dignity and self-sufficiency of the individual. Our core services include: Senior Services, Counseling, Youth Programing including Mentor Me, Housing, Employment and Petaluma Bounty Farms.

JOB TITLE: Director of Counseling and Prevention
FLSA STATUS: Exempt; Full-Time (40 Hours/Week)
COMPENSATION: \$42 - \$50
DIRECTOR: Executive Director
SUPERVISES: Counseling and Prevention
SUBMIT: Cover Letter and Resume to jobs@petalumapeople.org

POSITION OVERVIEW:

This position oversees and supervises the entire Counseling and Prevention Department, including counseling programs, crisis intervention programs, clinical staff and clinical supervisors, interns, trainees and administrative staff. This involves highly advanced managerial work providing direction and guidance in operations and strategic planning, establishing goals and priorities, and effectively evaluating success of department goals and program activities and instituting changes when needed. Also develops and updates policies and procedures, and reviews rules and regulations to ensure compliance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for overseeing and developing the Clinical department, including hiring, supervision, evaluation and scheduling for all department staff.
- Develops, plans and implements strategies to manage program growth and ensure self-funding and sustainability of the program and agency.
- Provides or arranges clinical training for clinical staff and interns.
- Writes grants and develops and nurtures relationships with funders.
- Provides both clinical and personnel supervision of the clinical staff.
- Establishes current and long-range objectives, plans and policies for department, and effectively measure progress on those objectives, taking action when those objectives are not met.
- Develops and reviews guidelines, procedures, rules and regulations; monitors compliance, including compliance with state and federal laws, compliance with contract and contract deliverables and ensuring PPSC is working within the bounds of ethical and legal standards of the profession.
- Initiates, implements and monitors compliance with evidence-based practices.

- Has oversight of program evaluation and quality assurance functions for department, including assessment of applicable legal and professional requirements and monitoring treatment plans for clients.
- Creates and reviews budgets and submits for final approval and monitors disbursement of funds within department.
- Serves as a liaison with Juvenile Probation, Petaluma Police, local school districts, community committees and agencies working in collaboration with Counseling and Prevention.
- Provides oversight and guidance to clinical supervisors providing counseling and/or training programs within the Counseling and Prevention Department.
- Provides oversight to the Data/Billing administration; provides oversight and guidance to Data Collection policies, procedures and processes.
- Reviews and approves all monthly statistics and prepares monthly and annual reports for funding organizations and the Executive Director.
- Reviews results of investigations, internal and external audits to provide direction and guidance.

SUPERVISORY RESPONSIBILITIES:

Manages clinical supervisors and data/billing administrator. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and EXPERIENCE:

- California-licensed psychotherapist (LCSW, MFT, Psy.) with a minimum of two years administrative experience.
- Experience With MediCal, Beacon and other health insurance.

SPECIALIZED TRAINING/SKILLS, EDUCATION & EXPERIENCE REQUIREMENTS:

- Experience understanding and generating revenue for clinical services, including grant writing.
- Ability to establish and maintain effective work relationships with funders, community members, department directors, all administrative staff, clinicians and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training, supervision and direct services as needed.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.

- Proficiency with Outlook, Word, Excel and practice management software (like SimplePractice).

ADA COMPLIANCE - PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL REQUIREMENTS:

Physical: Regularly sits up to 2-3 hours per day. Gets up and down frequently throughout the day to interface with others. Must have excellent hearing, speech and writing capabilities.

Environmental: Works alone, with and around others. Work environment is moderately noisy. Distractions are regular.

Cognitive: Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Very strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently. Excellent listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.

Psychological: Strong interpersonal and communications skills to deal with emotional, demanding or difficult people and/or situations. Regular exposure to high-stress situations with demands, deadlines, shifting priorities and multi-tasking. Excellent teamwork and proactive group participation are a necessity.

Accommodation Recommendations: A person in a wheelchair can perform in this position with assistance from other staff for some activities.

BENEFITS:

Paid sick time, vacation and holidays.

Comprehensive benefits package, including medical, dental, and vision coverage, employee assistance program, flexible spending account (FSA), long-term disability insurance, and a 403(b) plan.

PPSC is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.