



JOB DESCRIPTION

Director of Counseling

Organization Description: NELCWIT's mission is to work within the community to build safety, justice, and dignity for all. We offer shelter referrals, counseling, education/prevention, advocacy, children's visitation programming and economic empowerment initiatives to survivors of domestic and sexual abuse. As an anti-racist, multicultural organization, NELCWIT also joins with and mobilizes other groups and individuals who are working to end domestic violence and sexual abuse, ensure human rights, and create social change. NELCWIT is a 501(c)3 nonprofit organization. Direct service employees of NELCWIT are members of the SEIU union, local 509.

Job Summary: This is a management position, supervised by the Executive Director. This is a salaried exempt position scheduled for 40 hours a week, with occasional required weekend and evening hours when necessary.

Essential Job Functions

I. Supervision of Short Term Crisis Counseling and Clinical Supervision

1. Provide weekly clinical supervision for counselor-advocates who deliver educational, crisis counseling and advocacy services and facilitate bi-monthly group supervision. (DPH Standard of required supervision is 1 hour of clinical supervision for every 20 hours of client contact)
2. Assist counselors in finding appropriate trainings for professional development.
3. Work in collaboration with Coordinators to ensure adequate staffing and scheduling and oversee student internship program.
4. Provide clinical supervision to the FCCVP program staff including program supervisor, senior and regular visitation monitors, and relief staff. Provide a minimum of bimonthly clinical case conference and review children's trauma intervention needs with the team.
5. Provide clinical supervision to Crisis Line staff.
6. Maintain necessary paperwork documenting supervision meetings, annual performance reviews and activities.
7. Attend and participate in grant funder required meetings

II. Program Development

1. Oversee the quality of trauma informed crisis counseling including assignment of counselors caseloads, compliance with policies and procedures, data entry and facilitated referrals.
2. Participate in leadership team meetings, staff meetings, anti-racism activities and program/strategic planning.
3. Provide leadership on program modifications or expansion based on client needs and take action to implement new changes.
4. Attend community based meetings, strengthen collaborations and provided information regarding NELCWIT services to other professionals.
5. Pull reports from Empower Database to review counselors caseloads, services provided and monthly reports.

III. Program Evaluation

1. Assist with developing outcome measures for short-term counseling and support groups. Oversee the implementation of outcome measurement tools, review data and client feedback. Summarize reports for staff when evaluating the quality and responsiveness of services.
2. Ensure that survivors requesting counseling are assigned in an efficient manner to counselors and that appointments are made within 5 days.
3. Work collaboratively with staff on program evaluation and efforts to request feedback from the community and clients regarding needs and program services that would be most beneficial.
4. Prepare annual program accomplishments to share with community through a variety of mediums.

Required skills:

- Excellent interpersonal, facilitation, communication and conflict resolution skills.
- Knowledge of generally accepted counseling practices, standards, and legal responsibilities.
- Skilled in using a computer for word processing and internet research. Knowledge of Microsoft Office (Word/Excel/Outlook).
- Strong writing skills with experience report and grant proposal experience.
- Demonstrated leadership abilities and understanding of union work setting.

The policies of NELCWIT prohibit any form of unlawful discrimination on the basis of race, color, religion, creed, sex, gender, gender identity or gender expression, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law with respect to employment, volunteer participation and the provisions of services.

- Reliable transportation and ability to travel to regional or state funder required meetings.
- Spanish-English bilingual preferred (not required).

Qualifications:

- A Master's level education in relevant clinical discipline. (LCSW, LICSW Social Worker, or LMHC, LMFT Counselor, with a current state license). Must have completed or be willing to complete a (paid) 40-hour rape crisis counselor training (Sexual Assault Training Curriculum for New Counselor and Advocates with core text Supporting Survivors of Sexual Assault). Minimum of four years' experience providing trauma informed services to individuals, families, or children.
- Minimum of 2 years providing clinical supervision to advocates/counselors with varied life and work experience and levels of education.
- Demonstrated experience facilitating small group discussions and meetings.
- Excellent understanding of issues regarding interpersonal and sexual violence, and the intersectionality of oppression.
- Demonstrated ability to effectively manage grant funded projects, including work plan, data collection, outcome measures, and required reporting.
- Knowledge of and ability to support staff with outreach activities to underserved populations
- Ability to model and uphold appropriate boundaries in work with clients, co-workers, supervisor.
- Commitment to ending violence all other oppression through promoting social change. Willingness to learn about and actively use multicultural awareness and understanding in daily work.

Position Status: Management position, at-will, salaried, exempt.

Position Reports to: Executive Director

Hours of Employment: M-F 9-5 p.m. Occasional Saturday hours for case conference at Visitation Center.

Pay Scale: \$53,000 **Benefits:** Health, Dental, Disability, 1% retirement, FSA/HRA

NELCWIT accepts applications by mail or email

Please send a cover letter and resumé outlining your qualifications to:

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rachel@nelcwit.org

-or-

**NELCWIT, PO Box 520, Greenfield, MA 01302
Attn: Director of Counseling – Hiring Committee**

Closing Date for Resumes: Open until filled.

NELCWIT is an equal opportunity provider, and employer. We strongly encourage applications from candidates of diverse backgrounds. AA/EOE/ADA

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