Job Title: Director of Counseling  
FLSA Status: Exempt  
Department: Counseling  
Reports to: Vice President of Operations

Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission is to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. We are seeking a Director of Counseling to provide leadership and support to a team of dedicated and passionate therapists. The ideal candidate will be a relationship builder who is highly organized and motivated by making a difference in the lives of trauma survivors. The Director of Counseling will also work with individuals and families via tele-health, at MOCSA’s main office location and at outreach sites throughout the metro region. MOCSA staff are primarily working remotely with limited in-person client services through the remainder of 2020.

SUMMARY
This position is responsible for providing leadership, oversight and development of the counseling program. Develops, plans and implements strategies for program continuation and growth.

JOB OBJECTIVES
I. Leadership
   a. Serves as a member of the agency’s senior management team, addressing agency and community needs.
   b. Provides leadership to agency committees and participates in policy development and strategic planning of agency.
   c. Provides direction and leadership to counseling program to ensure achievement of program and grant goals and objectives.
   d. Promotes agency programs and represents agency at community events and community task forces related to agency mission and goals.
   e. Recruit, train and supervise Counseling Coordinators, interns, and volunteers.
   f. Oversees the intern program including developing relationships with colleges and universities and designating staff to assist with activities.

II. Program Management
   a. Develops, plans, implements and evaluates strategies to manage program growth and sustainability. Develops sound program polices and related written materials and communications.
   b. Ensures accessibility of counseling program services to the community including considerations for technology, language and program adjustments to support
the diversity of clientele.
c. Develops and manages program budget.
d. Monitors achievement of program and staff goals, tasks, productivity and staff development.
e. Participates in grant related activities, including proposal development, grant implementation, monitoring, and reporting. Serves as project director, as assigned.
f. Identifies and implements evidence-based treatment practices and ensures staff is appropriately trained.
g. Ensures provision of weekly group clinical supervision to counseling team.
h. Provides counseling and case management services, as needed and requested.
i. Provides professional training, as needed.
j. Compliance:
   i. Works with Vice President of Operations to ensure compliance with statutory and professional requirements.
   ii. Oversees management of program participants’ records and information to ensure compliance with statutory, grantor and agency policies.
   iii. Works with agency staff to create mechanisms for monitoring and reporting program and grant activities.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION
Minimum Qualifications
This position requires Missouri licensure as an LCSW, LMFT, LPC or Psychologist with a minimum of five years post licensure experience that includes therapy and supervisory/leadership responsibilities. Must be immediately eligible for KS license. Experience working with people who have experienced trauma and sexual abuse and assault. Proficiency in Microsoft Office Suite and customized databases.

Preferred Qualifications
MO & KS license preferred. Ten or more years post licensure experience. Experience managing programs in an nonprofit setting, including grant management, maintaining collaborative community relationships and overseeing remote workers or outreach locations. Must demonstrate evidence of continuing professional development in evidence based practices and current promising practices in trauma and sexual assault field.

PHYSICAL AND MENTAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands
While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with faculty, staff, administration, funders, and others encountered in the course of work.

WORK HOURS
This is a full-time position; business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Regular evening and occasional weekend work may be required as job duties demand.

TRAVEL
Regular travel throughout the Kansas City metropolitan area to perform counseling and outreach services, as well as program management and leadership duties.

BENEFITS
Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program. MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff. The salary range for this position is $64,000 - $86,000 DOE.

APPLICATION INSTRUCTIONS
Please submit an application, cover letter to MOCSA OnePoint Portal.