



<b>Position:</b>	Counseling Program Manager
<b>Status:</b>	Permanent, exempt employee, 1.0 FTE
<b>Pay:</b>	\$68,770 - \$77,704; DOE, benefits available first of the month following date of hire
<b>Hours:</b>	Primarily weekdays, some evenings
<b>Responsible to:</b>	Counseling and Youth Program Director
<b>Location:</b>	On-Site

**Staff with bilingual competencies provide an additional and essential value to our organization and we increase our starting wage accordingly for bilingual staff.**

#### **Note to Candidates:**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. Clackamas Women's Services is committed to building a diverse and inclusive organization and we strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described or if you require a reasonable accommodation to apply for or perform job duties.

#### **About Clackamas Women's Services (CWS):**

Clackamas Women's Services (CWS) was incorporated in 1985 as Clackamas County's first shelter for survivors escaping family violence and domestic abuse. CWS' service delivery framework is built on trauma-informed best practices that promote safety and self-determination. Our vision is to live in a society that no longer tolerates domestic and sexual violence, but rather thrives on mutual respect.

CWS offers comprehensive, responsive solutions for adults and children impacted by sexual assault, domestic violence, stalking, the sex industry, and elder abuse. Through our emergency shelter, A Safe Place Family Justice Center, satellite offices and throughout the community, CWS coordinates services with other public and private agencies in order to best serve survivors seeking help. Participants in our programs receive no-cost services by highly trained staff.

CWS is committed to building an organizational culture that reflects our values. We envision a community of survivors, staff, partners, volunteers, and donors who are deeply committed to breaking the isolation of domestic and sexual violence. We do this by creating community and partnership, honoring, and celebrating survivors, and engaging in work toward equity and social change through community engagement and by investing internally in continual improvement and learning processes. We are dedicated to the ongoing work of creating and sustaining a community where everyone can thrive.

#### **Benefits of working at CWS:**

Clackamas Women's Services is proud to offer competitive wages, paying above market for all positions and offering a full package of benefits including:

- 100% employer-paid health, dental, vision, and alternative care benefits for employee and dependent child(ren).
- 100% employer-paid long-term disability and life insurance.
- Generous PTO (28.5 days in first year based on accrual).
- 10 days of Holiday pay of your choosing
- Paid day off for birthday.
- Paid parental leave.

- Monthly retirement plan contribution of 5%.
- Anniversary bonus, \$25/year of service.
- \$100 monthly travel stipend
- Employee Assistance Program.
- Professional development opportunities.
- CWS was voted one of the 100 Best Nonprofits to Work for in Oregon!
- Work with a heart-centered team providing culturally responsive emergency, transitional, and long-term supports, and services. CWS helps survivors build hope and resilience so they can achieve their goals for personal safety, physical and mental wellness, financial autonomy, and family stability.

**Position Purpose:**

The Counseling Program Manager is responsible for the management and administration of CWS counseling program. This position provides supervision for counseling program staff, volunteers, and interns, as well as provides trauma-informed mental health counseling to survivors of sexual assault, domestic violence, stalking, the sex industry and/or elder abuse.

**Key Responsibilities:**

**Supervision / Administrative: .40FTE (15 hours / week)**

1. Provide day-to-day management and oversight of the program by maintaining best practice models for the Counseling Program and ensure alignment with CWS' policies, procedures, and practices.
2. Provide supervision and oversight for clinical staff, volunteers, and interns through MSW Counseling Internship Program, including weekly supervision and support around risks to clients' health and safety when needed.
3. Coordinate CWS' Counseling Program referral process by ensuring timely follow up by counseling program with referrals received.
4. Facilitate weekly Counseling Team Program meetings, yearly Counseling Team Retreats, and attend quarterly CWS All Staff meetings.
5. Train and manage facilitators for trauma recovery and/or psycho- education groups for survivors of domestic violence in the community.
6. Work with Program Director to ensure compliance with all grants in relation to Counseling Program.
7. Follow-up on any quality assurance issues identified by Counselor & Clinical Quality Assurance Coordinator and provide support to staff in meeting these standards.
8. Other duties as assigned.

**Clinical: .60FTE (25 hours / week)**

1. Conduct Mental Health Screenings and Assessments, develop Individualized Treatment Plans, and conduct periodic Treatment Reviews to evaluate progress of therapy with CWS participants.
2. Provide one-on-one, group, and/or family counseling sessions to survivors in accordance with CWS' expectations around time spent providing direct service.
3. Serve as back-up facilitator in intervention and support groups for survivors in the community, at CWS office locations or via telehealth.

4. Keep up-to-date and accurate records. Complete documentation of all services, including intakes, releases of information, demographics tracking and statistics within agency database and Electronic Health Records in a timely manner consistent with OARs and agency expectations.
5. Provide consultation for co-workers and community partners related to mental health and trauma responses that may impact survivors.
6. Provide advocacy, case management, referrals and/or service navigation to participants, as needed.
7. Practice Trauma Informed Care consistent with CWS model of counseling and program service delivery.
8. Maintain licensure: complete CEU hours, associated paperwork, and other required documentation.
9. Other duties as assigned.

### **General Responsibilities**

1. Represent the mission and values of CWS to program participants and community partners.
2. Maintain appropriate participant confidentiality in accordance with advocate privilege and federal statutes.
3. Provide consultation and support for community partners through collaboration and information sharing regarding the dynamics of domestic violence and sexual assault and its impact on survivors.
4. Work in conjunction with other staff to provide consistent services to participants.
5. Participate in speaking engagements and facilitate educational trainings for CWS staff and community partners regarding mental health and the impacts of trauma for survivors of domestic and sexual violence as requested.
6. Represent CWS at community meetings and outreach events within the community.
7. Attend CWS all staff meetings, regular team meetings, staff retreats and A Safe Place meetings.
8. Attend weekly supervision with Counseling and Youth Program Director to support client care, professional development, and prioritization of workload.
9. Submit necessary monthly timesheets and mileage reimbursement forms. Manage daily schedule appropriately.
10. Other duties as assigned.

### **Minimum Qualifications**

- Master's degree in Counseling, Psychology, or Social Work.
- LCSW or LPC Licensure required.
- Experience providing clinical services to adults and/or youth
- Have working knowledge of OARs, insurance billing practices, and laws governing the mental health sector.
- Experience in the field of domestic violence, sexual violence and/or child abuse.
- Experience in a supervisory role in a social service or mental health setting.
- Experience providing or managing mental health services contracted with Medicaid.
- Demonstrated understanding of the dynamics of domestic and sexual violence and its effect on survivors, their children and society.
- Demonstrated understanding of systems of oppression, ability to work effectively and non-judgmentally with individuals from diverse backgrounds, and understanding of culturally competent service delivery

- Demonstrated skills working with children and parents in a social services setting.
- Knowledge of developmentally appropriate clinical practice and positive parenting techniques.
- Ability to work both independently and in a team.
- Ability to provide effective clinical care in-person and via telehealth.
- Reliable transportation required; position includes use of personal vehicle to complete some tasks.
- Must pass a background check.

**We are committed to building a diverse and inclusive workforce that represents the communities we serve. Women, people of color, LGBTQ+, older adults and people with disabilities are strongly encouraged to apply.**

Please submit a cover letter and resume to [hr@cwsor.org](mailto:hr@cwsor.org) with subject line "Counselor Program Manager".

---

Signature

---

Date

---

Signature

---

Date