



JEWISH **FAMILY** SERVICE

Jewish Family Service is a 129-year-old non-profit organization providing social services to individuals and families in the Jewish and greater communities of the Puget Sound region. We help people achieve well-being, health and stability. For more information about JFS, please visit: [www.jfsseattle.org](http://www.jfsseattle.org).

Jewish Family Service is seeking a **Director of Counseling and Addiction Services (CAS)** to oversee our counseling and addiction services team. This full-time (37.5 hours/week) position will manage a high performing, dedicated mental health counseling team and community mental health educator serving members of the Jewish community, as well as vulnerable individuals across the general community. CAS provides trauma-informed, client-centered psychotherapy using a social justice lens. Our clinicians support individuals aged 13+ to identify goals, and to work toward them over a 12-month period using a variety of evidence-based modalities. The position is currently working primarily remotely using an agency provided laptop but will be based out of the Seattle Capitol Hill office and will be eligible for a hybrid work schedule.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Leadership and Program Management

- Direct the overall program development and management of activities within Counseling and Addiction Services.
- Coordinate and facilitate regular team meetings as well as group supervision for Counseling team.
- Provide individual supervision for Mental Health Clinicians, Director of Mental Health Education, and Hillel UW Counselor. Perform regular employee reviews and provide feedback on performance and support to meet staff professional goals.
- Engage in strategic thinking with both department staff and JFS leadership around the direction, desired outcomes, and growth of the program.
- Oversee department's compliance with legal policies, guidelines, and standards, including HIPAA compliance.
- Responsible for CAS budget oversight and policy development and implementation.
- Participate in weekly Program Director meetings, monthly management team meeting and All Staff and attend board meetings as needed.
- Participate in grant writing and grant reporting for funders.
- Provide therapy directly to a small caseload of clients, if desired.
- As appropriate, participate in and/or provide support for the direct service tasks of the CAS programs.

#### Community Partnerships

- Represent agency and CAS services with Jewish community partners and with other external organizations in speaking forums and educational events.
- Engage in and maintain relationships within the Jewish community with rabbis and school-based partners, including Hillel UW.
- Engage in and maintain community-based relationships with external service providers performing similar work, with local coordinating coalitions, and with funders. Identify and maintain partnership with after-hours counseling service for crisis response.
- Develop and maintain referrals among outside partners for mental health services not available through JFS.

#### Behavioral Health education and training

- Oversee Director of Mental Health Education. Support facilitation and coordination of intradepartmental counseling groups. Provide direction for design and facilitation of short-term thematic groups addressing various mental health needs and strategies.
- Coordinate with JFS Development staff to provide program and topic-specific education for the JFS community.



JEWISH **FAMILY** SERVICE

### **QUALIFICATIONS:**

- Master's Degree in Human Service Field (Social Work, Mental Health Counseling, Psychology, Education).
- Licensed as a LMHC, LICSW, or LMFT required.
- Five years post Master's experience, two of which involve supervisory responsibility, with proven ability to deliver effective counseling services.
- Eligible to be clinical supervisor. Previous experience working as Clinical Director for a minimum of two years.
- Detailed knowledge of policies and regulations in the clinical field.
- Past training and/or experience (or willingness to be trained) in trauma-informed services.
- Problem solving skills when resolving administrative issues and conflicts.
- Schedule flexibility to attend JFS-related board or community events outside of regular work hours.
- Demonstrated ability to implement therapy via telehealth and in-person.
- Cultural competency (or willingness to be trained) in working with Jewish clients.
- Understanding of budget/budgeting in addition to program evaluation procedures and methods.
- Strong leadership and management skills.
- Excellent communication skills and ability to professionally represent the agency to external stakeholders.
- Demonstrated knowledge of client software and database systems, as well as Microsoft Office.
- Fully vaccinated individuals required due to client facing nature of the work; accommodations provided as appropriate.

### **SALARY AND BENEFITS:**

- The starting salary for this position is \$78,607 - \$89,088 per year.
- JFS provides 18 free NASW continuing education credits per calendar year for staff during work hours.
- JFS will pay the annual cost for the mental health license renewal.
- Jewish Family Service offers a generous benefits package including:
  - 100% employer-paid premiums for employee medical, dental, life insurance, long-term disability, and employee assistance program.
  - 15 annual vacation days increasing to 20 after 2 years, and generous paid sick time.
  - Paid Federal and Jewish holidays.
  - 5% employer contribution to 401k retirement plan (no employee contribution required).
  - Relocation stipend available.
  - Additional benefits include: vision coverage and FSA enrollment.
  - JFS values and provides opportunities for continued growth and learning for all team members.

*If you are interested in joining our team visit our careers page: <https://www.jfsseattle.org/careers/>*

*Please submit **both a cover letter and resume***

**NO PHONE CALLS PLEASE.**

EEO/Disabled/Vets