



Title: Counseling Program Manager

Reports To: Director of Client Services

Location: Newport and Warren Office (Currently fully remote)

FTE: 40 Hours per week

Term: Employment at Will

Salary Range: \$50,000 - \$53,000

ORGANIZATIONAL SUMMARY:

Founded in 1977, the Women's Resource Center (WRC) has a long history of providing a full range of compassionate, comprehensive direct services to survivors of domestic violence. Over the past fifteen years, the WRC has also been at the forefront of innovative prevention practice nationally. The WRC's purpose is to work with the community to end violence, combining survivor-centered service delivery with evidence-informed prevention strategies. We engage a myriad of governmental and state agencies, organizational partners, and diverse local residents of all ages, races, ethnicities, languages, abilities, and socio-economic backgrounds to ensure that survivors have the supports they need, while simultaneously working to create healthy, safe communities.

The WRC is committed to being at the top of our field with all of our services and practice. We prioritize organizational and staff development, to ensure that all of our practices reflect best practices in the field. In addition, we are participating in Move to End Violence, a national project focused on centering the domestic violence movement on the experiences of marginalized communities. Members of our staff have attended local, regional, and national trainings as well as webinars to continue to grow their professional skills.

The Women's Resource Center has many strengths to build on including a strong revenue base from state and federal funds and foundation grants, a diverse, highly committed, engaged, and experienced staff providing unique, highly mission driven programs; competent management; and statewide recognition for excellence in programming in the areas of primary prevention and counseling as well as state leadership in connecting victims to DHS support.

Mission

Leading domestic violence prevention through the empowerment of individuals and the community by providing advocacy, education and support services.

Values

Social justice

We believe that our community has the ability to achieve domestic peace.

Individual empowerment

We believe in the potential for individual change.

Community commitment

We believe in the power of working collaboratively with our community to compassionately and confidentially provide best practices in a safe and accessible environment.

Agency commitment

We believe in providing a diverse, respectful, and safe environment to work, learn and grow.

Position Summary:

The Woman's Resource Center is currently seeking a full-time Counseling Program Manager as we expand our outpatient counseling services to adults, adolescents and children who have been affected by domestic violence. This position is approximately 75% direct clinical service and 25% administrative duties. Hours are flexible, counselors book their own appointments.

Licensed Clinicians (LICSW, LMHC, PhD, LMFT) who have administrative experience should apply. Fluency in languages other than English (Spanish preferred) is a significant asset.

This is a full-time position with a benefits package available.

Reporting Structure

{Fee for Service Clinicians> Counseling Program Manager> Director of Client Services> Executive Director> Board of Directors}

Role Specific Duties

- Provide clinical supervision, training, support and leadership to fee for service clinicians
- Manage program billing and coordinate with our third party billers
- Manage programmatic budgets
- Foster a culture of collaboration and interdependence across departments
- Adhere to agency policies and work rules, including strict adherence to WRC confidentiality policies and code of ethics.
- Oversee quality assurance within the counseling program
- Manage internal working relationships, coordinate, and schedule conflict resolution sessions with employees
- Attend and actively participate in agency meetings as required, including department meetings, and regularly scheduled supervision meetings.
- Represent agency at community-based meetings, roundtables, conferences, and sexual assault/domestic violence police in-service trainings as needed.
- Maintain an active relationship and communication with RICADV and sister agencies

Services to Victims

- Provide trauma-informed clinical services to victims of domestic abuse
- Refer victim to in-house or additional service providers, as needed

Essential Duties

- Maintain client files, agency files, statistics, forms, and other record keeping as required.
- Complete all paperwork and enter it into the client records database in a timely manner.
- Attend trainings and continuing education activities as assigned.
- Create equitable policies, practices, and processes
- Maintain current knowledge of changes in policies and procedures, new community resources, and other information.
- Perform duties in a manner that demonstrates cultural competency and respect for diversity.
- Generate reports and statistics.
- Other duties as assigned.

Qualifications & Skills and Abilities Required

- 1+ years of supervisory experience
- Experienced trauma clinician, independently licensed in Rhode Island (LICSW, LMHC, PhD, LMFT),

- A high level of interpersonal skills and emotional
- Organizational and analytical abilities to manage challenging situations
- An understanding of issues related to domestic violence, sexual assault, and sexual abuse.
- Ability to deal effectively in stressful situations and to handle crisis as they arise.
- Bilingual Spanish a plus.

The Women's Resource Center is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee or applicant in employment of conditions or opportunities for employment on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, disability, age or country of ancestral origin.

How To Apply:

Please submit cover letter and resume to careers@wrcnbc.org