# Position: Counseling Program Manager

**Reports To:** Program Director

**Compensation:** LifeWire offers a competitive salary (DOE, $55,000 annually), outstanding health benefits, generous PTO, a 401(k) match, and an ideal environment for professional and personal growth.

**Classification:** Regular, Exempt, 1.0 FTE, S2 Responsibility Level

**Start Date:** When filled

**To Apply**: Submit your cover letter and resume highlighting your qualifications to [hr@lifewire.org](mailto:hr@lifewire.org).

*LifeWire is an equal opportunity/affirmative action employer. We value diversity on our staff. Survivors of domestic violence and persons of color are encouraged to apply.*

**LifeWire’s Vision / Mission:**

Domestic violence is a human rights issue. LifeWire envisions a world in which every person lives in a safe environment, free from oppression and with the opportunity to thrive. LifeWire’s mission is to end domestic violence by changing individual, institutional and societal beliefs, attitudes and behaviors that perpetuate it.

**About LifeWire:**

LifeWire delivers unique and compassionate services that provide profound healing. We focus on truly empowering survivors and giving them every opportunity to thrive and succeed. We offer opportunity and hope through services like our award-winning children’s programs, life-changing housing stability program and ground-breaking social change work. As a result, survivors are able to attend to their basic needs, rebuild their lives, find peace and become self-sufficient. Each survivor reaching out to LifeWire has a unique story. Each individual success is a victory.

***OVERVIEW OF PROGRAM:*** *LifeWire’s Counseling Program provides mental health services to survivors of domestic violence, which is a key component in survivor healing. This program is funded by the King County Mental Illness and Drug Dependency (MIDD) Action Plan.*

***OVERVIEW OF POSITION:*** *LifeWire seeks a Licensed Mental Health Professional (LMHP) with expertise in domestic violence (DV) and substance abuse to become an integral part of our team. Joining our inspiring staff, the Counseling Program Manager will provide therapy to survivors of domestic violence at our emergency shelter, transitional housing, and community office; supervise the daily tasks of a part time LMHP and graduate level interns as needed; and collaborate in creating innovative programs with managers and staff. Some evening hours are required.*

**KEY RESPONSIBILITIES:**

**Mental Health Services to Survivors of Domestic Violence**

* Provide assessments to referred program participants who are seeking mental health support.
* Provide screenings and/or referrals to program participants who are seeking chemical dependency support.
* Provide trauma recovery treatment to a designated number of program participants. Therapeutic modality should be strengths based with a focus on social justice. The number of treatment sessions may be limited, depending on contract requirements.
* Provide crisis intervention services to program participants who may or may not be receiving therapy.
* Provide group therapy or psycho-educational support group to program participants.
* Provide therapy referrals to program participantswhen a longer term intervention is requested.

**Supervise Staff and Services**

* Oversee provision of therapeutic services in accordance with LifeWire’s vision, mission and philosophy in collaboration with other direct service program leadership.
  + Provide back-up support for mental health staff as needed.
  + Ensure mental health staff and interns are trained in strengths based therapeutic practices, organizational procedure, data collection and entry and all other topics relevant to effective job performance.
* Develop screening and referral tools in collaboration with other program leadership staff.
* Provide staff trainings about strengths based mental health interventions and provide on-going mental health/chemical dependency consultation to direct service program staff.
* Ensure ongoing recruitment and agency placement of graduate level internsandmaintain ongoing collaborative communication with institutions referring interns to LifeWire.
* Ensure a cohesive team.
* Follow LifeWire policies and procedures related to staff management.
* Adapt a supervisory style that is individualized and strengths based, focused on professional relationship development. Employ regular supervisory feedback, consultation, direction, and support that is uniquely tailored for each supervisee.
* Foster a working environment of trust and transparency
* Attend and participate in all supervision/collaborative meetings and trainings.

**Ensure accurate data collection and contract compliance**

* Maintain all records/documentation as required by agency policy and reporting requirements.
* Ensure the accurate and timely submission of required reports/forms/statistics.
* Monitor and review accuracy and timeliness of service provision data and provide support to staff and Data Reporting Analyst as needed.
* Participate in planning for program development, including grant and report writing, as requested.
* Monitor current and new contract requirements for mental health program.
* Develop and implement policies and procedures that are specific to mental health therapy and domestic violence advocacy.

**Manage internal and external systems engagement**

* Stay current on best practices and trends relevant to survivors and strengths based mental health services. Examine ways to incorporate new methods of service provision.
* Lead the development and implementation of survivor driven services, focusing on innovative therapeutic interventions.
* Support other program managers, providing back up as needed.
* Participate in planning and coordinating in-service trainings for LifeWire direct service program staff in collaboration with the program management team.
* Provide tools and skill building opportunities to direct service staff regarding survivor’s mental health concerns.
* Coordinate with the Community Engagement Manager for volunteers to support program staff and functions. Participate in volunteer training as needed.
* Remain knowledgeable on agency guidelines and procedures so independent decisions may be made in emergency as well as daily situations.
* Represent LifeWire in community meetings as a strong, professional leader and provide community education on the issues of domestic violence as requested.
* Participate on LifeWire’s Leadership Team.
* Attend agency All Staff meetings and other meetings as necessary.

**QUALIFICATIONS:**

**Requirements**

* Master’s Degree in Counseling, Social Work, or related field. Licensed by the State of Washington as a Mental Health Professional. Must be qualified to provide supervision to graduate level interns.
* Demonstrated expertise providing therapeutic services to survivors of gender based violence.
* Strong written and oral communication skills, listening skills, and a demonstrated ability to foster a supportive environment for program participants.
* Experience completing both mental health assessments and referrals and chemical dependency referrals.
* Demonstrated ability to work with diverse staff, program participants and volunteers. Positive team contributor who is dedicated to ensuring the success of others.
* Strong time management, problem solving and organizational skills.
* A strong commitment to LifeWire’s mission and values.
* Proficiency with Microsoft Office, specifically, Word, Excel and Outlook.
* Access to reliable transportation, a valid Washington State driver’s license, and proof of auto insurance.
* Current CPR/First Aid and HIV/AIDS certifications, or ability to secure within one month of employment.
* Complete successful background check.

**LifeWire’s Values**

In preparation for strategic planning, LifeWire’s board and staff agreed on a core set of values to guide the organization’s goals and relationships.

* Leadership: LifeWire is a leader in the domestic violence movement, using experienced and cutting-edge approaches that transform lives and foster future leaders.
* Respect and Dignity: LifeWire believes that every person, whether it’s the survivors we serve, our volunteers or our staff, has value, deserves respect and has inherent dignity.
* Justice: LifeWire is part of and connected to a larger movement to end all types of oppression and violence.
* Empowerment: LifeWire provides access to options and opportunities for survivors, AND we believe that survivors have the inherent ability to thrive and are capable of making their own decisions.
* Equality: Everyone deserves to be safe from domestic violence, regardless of their background and access to resources.
* Passion & Commitment: We are deeply committed to ending domestic violence and approach our efforts with passion.
* Professionalism: Our staff and volunteers are highly knowledgeable and skilled in the domestic violence arena, value each other, create a supportive work environment, and conduct themselves professionally at all times.
* Education: We believe that education is one of the best tools we have to prevent domestic violence from occurring today and in the future.

**TO APPLY:**

Submit your cover letter and resume highlighting your experiences and qualifications to:

**LifeWire**

**ATTN: Human Resources**

**P.O. Box 6398**

**Bellevue, WA 98008-0398**

**FAX: (425) 649-0752**

**Email: hr@lifewire.org**