

<b>Job Title</b>	<b>Director of Veteran Mental Health Services</b>
<b>Employer/ Agency</b>	<b>West Texas Counseling &amp; Guidance</b>
<b>Job Description</b>	<p><b>Position Overview:</b> This full-time position supervises the WTCGVOS program specialist, outreach coordinator, MVPN peer services specialist, VISTA, students, interns, and any other WTCGVOS staff; and serves as the primary point of contact for issues related to program management and execution for both the Clinical Director and any Veteran grant/funding program staff.</p> <p><b>Duties</b></p> <ol style="list-style-type: none"> <li>1. Provide direct supervision to the WTCGVOS program specialist, outreach coordinator, MVPN peer services specialist, VISTA, students, interns, and any other WTCGVOS staff;</li> <li>2. Provide guidance as necessary to clinical staff across the Veteran Services Partnership;</li> <li>3. Respond to and manage crisis situations involving Veterans, military, and family members.</li> <li>4. Generate and issue quarterly, monthly, and grant period participant data and financial status reports to designated funders and required;</li> <li>5. Maintain an open line of communication with grant administration staff regarding any program-related concerns, to include those involving staffing, service delivery, technical assistance, data collection, and training;</li> <li>6. Maintain open lines of communication with members of the Veteran Services Partnership and other community stakeholders as necessary;</li> <li>7. Developing and training the Veteran Services Partnership to use an accurate system to track participants served;</li> <li>8. Engage in recruitment for and regularly attend meetings of the Veteran Advisory Council;</li> <li>9. Organize and/or conduct trainings for administrative and clinical staff that address evidence-based practices and military cultural competence necessary to provide effective, transformative services to the veteran population and their natural supports;</li> <li>10. Develop and revise as necessary policies and procedures, forms, and other written products related to operations of the Veteran Services Program;</li> <li>11. Ensures the provision of community education, marketing, and outreach related to Veteran Outreach Services across the service area;</li> <li>12. Identifies Veteran related needs and gaps within the community and ensures these needs are addressed;</li> <li>13. Identifies and coordinates necessary Veteran pertinent training for WTCG staff and other members of the Veteran Services Partnership;</li> <li>14. Ensures sustainability of the Veteran Services Program, to include fundraising, crafting of grant proposals, and other development activities;</li> <li>15. Serve as the primary liaison to, engage in recruitment for, and regularly attend meetings of the Veteran Advisory Council; and</li> <li>16. Ensure outcome measures and satisfaction surveys are collected and analyzed.</li> </ol>

<b>Qualifications</b>	<p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Experience as a service member, veteran, and/or family member (SMVF). Preference given to combat and/or disabled veterans;</li> <li>2. Graduate degree in human services with related licensure (LCSW, LPC-S, LPC, LMSW, LMFT);</li> <li>3. 5+ years' experience working in the human services, with preference given to experience with military and/or veteran populations;</li> <li>4. 2+ years program management experience;</li> <li>5. Strong public speaking and writing skills;</li> <li>6. Proven interpersonal skills and effective as a member of a team;</li> <li>7. Ability to maintain relationships with client base and community stakeholders;</li> <li>8. Knowledge about community resources and social services;</li> <li>9. Training in suicide prevention and crisis intervention;</li> <li>10. Experience in grant submission, compliance, and reporting;</li> <li>11. Experience with tracking data and timely data reporting;</li> <li>12. Knowledge of Veterans Affairs and other veteran service programs;</li> <li>13. Proficient in use of Microsoft Office, specifically Word, Excel, PowerPoint, &amp; Outlook;</li> <li>14. Must pass comprehensive background check; and,</li> <li>15. Must have driver's license and reliable transportation, and be insurable.</li> <li>16. Preferred: bilingual, Veteran, full clinical licensure</li> </ol>
<b>Salary/Hours</b>	<p>Hours: 08:00 to 17:00, with some variability as necessary to conduct supervision of staff, collaboration with partners, and outreach to veterans within the service area.</p> <p>Salary: Commensurate with education, experience, and licensure</p>
<b>Employer/Agency</b>	<b>West Texas Counseling &amp; Guidance</b>
<b>Address</b>	36 E. Twohig Ave Suite 600
<b>City, State, Zip</b>	San Angelo, TX 76903
<b>Contact Person</b>	Kevin Wade, LCSW
<b>Contact Title</b>	Clinical Director
<b>Telephone Number</b>	325-944-2561
<b>Fax Number</b>	325-653-4218
<b>Email Address</b>	kevinw@wtcg.us
<b>Application Method</b>	email
<b>Opening Date</b>	immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**  
GRADUATE COLLEGE of SOCIAL WORK