

Title of Position: Director of Programs and Training

Reports to: Chief Operating Officer

Supervises: Manager of Clinical Services
Manager of Vocational Services
Manager of Residential Services

Status: Exempt

All employees are expected to support the mission of The Women’s Home “to help women in crisis regain their self-esteem and dignity, empowering them to return to society as productive, self-sufficient individuals”. This is accomplished in many practical ways and by expressing in everyday work behavior our core values: Dignity – Respect for the worth of every person; Integrity – Honesty, justice, consistency and ethical practice in all relationships; Inclusiveness – Diversity in those we serve, our staff and leadership; Stewardship – Wise use of talents and resources in the service of others; and Wholistic Growth – Empowering individuals to adapt creatively to changes in life. Through honoring these core values we seek to work harmoniously with staff, clients, donors, and the community by maintaining emotional control and diplomacy during all interactions and by communicating verbally and non-verbally in an articulate and professional manner.

Position Summary: This position is responsible for the oversight and development of program services and training of staff engaged in providing services at our Montrose and Spring Branch campuses. Working with her/his managers, this position will ensure that all staff has the resources and training to ensure high quality, efficient and effective delivery of treatment and services to persons engaged in the agency’s WholeLife programs. The person in this position will ensure that we excel in meeting the requirements of our license and various public and private grants. This position will work with the COO in identifying and recommending strategic program initiatives and improvements to our programs and their delivery in the community.

Program Administration and Development

- Develop and update written procedures and forms
- Complete monthly, quarterly, and annual statistical reports of program outcomes, identifying challenges and achievements and proposing program improvements/changes where indicated
- Ensure compliance with all program licensing requirements
- Hire and train staff as needed
- Conduct staff evaluations as required
- Assist in budget development and adherence
- Help develop grant requests
- Help develop program outcomes and measurements

Staff Training

- Develop, coordinate and provide initial training for all new program staff based on licensing requirements and the needs of the WholeLife Program
- Provide individual/group clinical supervision to staff as needed
- Provide training on clinical documentation, co-sign as needed and audit medical records quarterly to ensure documentation is appropriate and meets standards
- Develop and offer enriched training and continuing education based on the WholeLife model and the needs of the staff
- Encourage and help staff become presenters at conferences
- Participate in the initial orientation and ongoing education of administrative staff including The Cottage Shop staff to ensure there is an understanding of the mission of the agency.

Community Education

- Develop and present papers on the WholeLife model and behavioral health issues that affect the agencies clients for both professional and lay audiences
- Write articles for the agencies newsletter and web site
- Participate and assist in the education and training of all volunteers and donors as needed

Internship Program

- Develop written policy/standards for academic affiliations, requirements and structure of TWH internship program for potential interns, and other documentation as needed to develop and maintain a clearly structured program
- Develop and maintain a written intern orientation manual outlining TWH policies, documentation requirements, and other information vital to new clinical professionals
- Ensure that supervisory staff has appropriate credentials and training
- Maintain and expand academic affiliations

Qualifications

- Masters Degree in Social Work, Psychology or related mental health field
- Clinical Licensure
- Five years experience in providing clinical services in a behavioral health setting
- Experience in training/teaching
- Experience in personnel management
- Person in this position must be able to sit and stand for long periods; use a computer keyboard and monitor for long periods; and be able to lift and carry 20 lbs.

The job is for Director of Programs and Training. Please send all resumes to Mike Shirl at mshirl@thewomenshome.org. No phone calls, please.