

Updated: 9-1-2023 Position Description

EXECUTIVE DIRECTOR - WESTMINSTER COUNSELING CENTER (WCC)

Location: Twin Cities Metro
Activity Area: Mental Health
Category: Executive Director
Reports to: Board of Directors
Closing Date: Open until filled
Job Type: 40 hours/week

ORGANIZATION SUMMARY

Westminster Counseling Center (WCC) is a private, non-profit organization administrated and staffed by licensed mental health providers and guided by a Board of Directors.

HISTORY

The Counseling Center had its beginnings in 1975 as a volunteer-staffed outreach ministry of WPC. It opened its doors as WCC in October 1987, and in 1992 was established as an independent 501(c)(3) nonprofit. During the COVID pandemic, WCC moved entirely to the provision of services through telehealth. Following a staff retirement and a review by a task force appointed by WPC and composed of WCC board members, a decision was made to pause operations of WCC in January of 2022. This pause will enable WCC members to envision a sustainable business model that will reflect the need of community members for spiritually informed, empirically grounded mental health services.

The WCC Board includes representatives from Westminster Presbyterian Church (WPC) and other faith communities and organizations throughout the Twin Cities area who have a knowledge, commitment and expertise in the fields of mental health, business operations, nonprofit management and program development.

MISSION, VISION, VALUES

The mission of the Westminster Counseling Center (WCC) is to integrate the spiritual and psychological dimensions of human experience to promote hope, strength, growth and inherent self-worth through *empirically informed* mental health counseling and evidence-based practices in healing for individuals, couples, and families.

The Westminster Counseling Center's vision is to be a place of healing for individuals, couples, and families within the Twin Cities community. The Center is aware of the harm that accrues to members of the community from the impact of current and historical injustices and, when present,

is equipped to address the associated psychological and moral injuries within a therapeutic framework.

The Westminster Counseling Center values all members of the community regardless of life experience, religious or spiritual beliefs, race, ethnicity, economic circumstances, gender identity, or sexual orientation. The Center has a fee structure based on private and public insurance, and an approach that considers income and ability to pay to ensure equitable distribution of spiritually informed mental health services.

WCC mental health professionals honor, appreciate, and enjoy the rich diversity of people in terms of ethnicity, relationships, education, sexuality, sexual orientation, spirituality, age and life experience. Therapists do not impose their religious beliefs on others and respect diverse world views. <http://www.westminstercounseling.org/about-us>

POSITION REQUIREMENTS

Education: Master's Degree or higher

Licensure: LICSW, LMFT, LP, or LPCC licensure in the State of Minnesota

Experience: 5 years as a provider and supervisor of mental health services as a licensed mental health professional; 2 years experience as an administrator in a public or private mental health facility.

POSITION RESPONSIBILITIES - to include but not specifically limited to:

1. Relaunch WCC

- Will work in conjunction with the WCC Board to develop a sustainable business plan that allows ramping up of services over 12 months.
- Using funds from the WCC endowment, capital reserves, and a grant from Westminster Presbyterian Church's Enduring Hope Capital Campaign, hire and on board necessary administrative and clinical staff.
- Enact a business plan that provides empirically grounded, culturally competent, and spiritually informed mental health services to community members.

2. Oversee hiring, supervision, support, and maintenance of mental health among professional staff.

- Exercise due diligence in conducting reference checks of potential hires.
- Maintain personal licensure as a mental health professional in the State of Minnesota and ensure that all clinical staff maintain the appropriate licensure in compliance with

their profession (licensed independent clinical social worker, clinical psychologist, LMFT, or LPCC).

- Ensure that all clinic staff carry liability and malpractice insurance.
- Effectively supervise practitioners and services provided at WCC.

3. Regularly communicate with the Board and stakeholders.

- Attend Board meetings and provide regularly scheduled updates to the Executive Board regarding progress towards reopening WCC. Work closely with the Board's Executive Committee during the relaunch process.
- Create and deliver communications for dissemination to the Board, the congregation, and the community.
- Facilitate public relations events and media communications designed to enhance community awareness about the Counseling Center.

4. Create an accurate budget, forecast future financial needs, adhere to parameters of budget, identify areas of further development and fundraising needs.

5. Maintain (approximately .5) a professional caseload of clients.

6. Develop a fund-raising plan to underwrite the mission to provide reduced fees for eligible clients. In so doing, build and maintain relationships with donors and explore other funding sources. In collaboration with the board, determine annual fundraising goals, and report quarterly progress.

SPECIFIC SKILLS

- 1. Effectively assess needs of program staff and proactively address concerns and suggest improvements.**
- 2. Effectively communicate in written and oral forms with the Board, program staff, clients, partner congregation members and the community-at-large.**
- 3. Proficiently use technology platforms such as Microsoft Office (Outlook, Excel, Word and PowerPoint) and Google products such as Gmail, Google docs and Google presentations.**

4. Effectively support and evaluate administrative and clinical staff to ensure that high standards of care and acceptable levels of productivity are maintained.
5. Have knowledge and experience working with diverse populations; demonstrate understanding of considerations and treatment protocols that support various ethnic and LGBTQ+ populations.
6. Demonstrate knowledge of and experience employing evidence-based (e.g. SAMHSA endorsed) mental health treatment strategies, including trauma-informed care.
7. Know and adhere to mental health counseling center licensure standards, and Federal and State mental health standards such as HIPAA, EEOC requirements, and insurance contract provisions. Maintain accurate records and documents pertaining to client needs.
8. Competently and ethically manage a clinic budget, staying within the parameters set forth by the Board and comply with reporting requirements.

This is a regular, full-time, exempt position. Pay range of \$85,000 to \$120,000 annually depending on experience. Competitive benefits including employer-paid medical, HSA contribution, dental, Life/ADD/LTD, generous paid vacation and sick time, holidays, and retirement (403b) funded at 6% plus 3% matching

Interested candidates should submit a cover letter and current resume to counseling@wpc-mpls.org