



# Counseling Services Supervisor Job Posting

**POSTING DATE:** December 2017

**REPORTS TO:** Director of Confidential Services

GRF has an immediate opening for a positive, enthusiastic person with an LCSW or LMFT, to manage our Counseling Services department. Management experience overseeing LCSW employees is the key to success in this position. This is the first step in progression to becoming Counseling Services Manager. Experience in working with older adults is strongly preferred.

**Minimum Qualifications:** To be considered, you must have the following minimum qualifications:

- M.S.W. or equivalent and current LCSW or LMFT;
- Current California professional license and ability to be bonded/insured
- 7 years' experience as a social worker or counselor
- Knowledge of current HIPPA compliance requirements
- Customer service & teamwork focus
- English fluency and strong verbal & written communication skills
- Competence with computers including MS Office (Word, Excel, PowerPoint)
- Right to work without sponsorship
- Ability and willingness to make public presentations
- Ability and willingness to perform home visitations

**Desirable Qualifications:**

- 5 or more years' recent experience working with senior adults
- 2 or more years' experience supervising counseling services
- Specialization in geriatrics
- Demonstrated administrative skills including budget preparation & oversight; workload scheduling; interpersonal skills; performance management.
- Experience in writing articles/newsletters

**Additional Requirements:**

- Clean and valid California driver license and satisfactory driving record are conditions of initial employment.
- Ability to meet the Dept. of Homeland Security requirements confirming identity and right to work in the United States is required.
- Offer is contingent upon satisfactorily passing pre-employment background screening and drug test.
- Previous employment must be verifiable.

**CONTACT:** For additional information, please contact Human Resources.

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