



JOB TITLE: Training Program Manager (Part Time Position 8-20 hours per week)

SUPERVISOR: Clinical Director

Discovery Counseling Center (DCC) is a community based non-profit organization serving the San Ramon Valley for over 50 years. Discovery Counseling Center's mission is to be the community's leader in mental wellness by providing affordable, high quality, culturally appropriate and accessible counseling services and programs; offering excellent and highly-regarded training for future mental health professionals; creating greater awareness of the prevalence of mental wellness issues in our community and the importance of early treatment; and serving as the community's advocate in securing adequate funding and resources for the treatment of mental wellness issues.

GENERAL JOB DESCRIPTION:

The Training Programs Manager, in collaboration with the Clinical Director, coordinates and oversees the administration of all aspects of the School Counseling Intervention Program (SCIP) and doctoral programs in accordance with the agency's policies, mission, values, and vision.

DUTIES AND RESPONSIBILITIES:

- Manages and oversees all activities, timelines, and administrative tasks for SCIP, including outreach/networking/marketing, and recruitment.
- Coordinates and oversees all activities and administrative tasks for the doctoral programs, including Bay Area Practicum Information Collaborative (BAPIC) and CAPIC timelines, interviewing, program planning and development, resolving problems and setbacks, quality assurance for district MOU contracts compliance, and programs, outreach, networking, and marketing.
- Maintains professional, collaborative relationships with graduate programs and represents the agency at various practicum fairs and throughout the year.
- Collaborates with Clinical Director in coordinating and handling program startup and year-end closure (e.g., orientation, year-end paperwork, assessments, evaluations)
- Planning and execution of bimonthly didactic training.
- Manages program quality assurance for SRVUSD contract compliance.
- Interfaces with SRVUSD school sites and staff to address District specific needs and challenges as they arise.
- Collaborates with Agency Directors in writing year-end reports.

- Ensures that all pertinent program information is communicated to the supervision team and Agency.
- Reports on program performance to Agency Directors and DCC Board Members.
- Attends agency staff meetings and training.
- Participates in DCC events, community outreach and program marketing.

QUALIFICATIONS FOR THE JOB:

Mandatory Requirements:

- Must be Licensed MFT, LPCC or LCSW with Board of Behavioral Sciences or Licensed Psychologist with Board of Psychology (PhD/PsyD).
- Must have comprehensive knowledge, experience and/or training in principles and practice of Childhood and Developmental Mental Health Treatment and Consultation.
- Strong clinical knowledge and understands the role of therapy and school-based interventions for K-12 students.
- Must demonstrate strong understanding of Federal, State and Local Laws, Rules and Regulations related to therapy service delivery to minors and within the San Ramon Valley Unified School District (SRVUSD).
- Must be familiar with and able to adhere to BAPIC and CAPIC timelines, rules, and regulations.
- Demonstrates good organizational, interpersonal, and planning skills necessary to coordinate reliable, disciplined and goal directed program operations for self, interns and agency.

KEY COMPETENCIES:

Communication: highly skilled in active listening, written communication, and public speaking.

Leadership: able to motivate team members and intern cohort, give and receive constructive feedback, maintain program timelines on schedule, express a vision for the program and offer clarity and inspiration to everyone involved; skilled in conflict resolution; adept at stress management.

Organization and Decision Making: strong planning, scheduling, decision-making process as well as decision-making skills, including risk management, problem-solving, analytical skills, creativity, and collaboration.

Cultural Competence: knowledge of culturally responsive treatment interventions that align with cultural humility and consideration of the world views of our diverse client population. Ability to work with diverse populations while withholding judgment. Willingly open to learn and understand different perspectives.

COMPENSATION and BENEFITS:

\$4,000/mo. Benefits include qualification for retirement options, and paid sick leave.