

JOB DESCRIPTION

Job Title: Regional Office Director
Billing Agency: Saint Louis Counseling
Reports To: Chief Program Officer
Approved: _____
Date: July 2020

Office Use Only:

Grade: _____
Job Code: _____
EEO Code: _____

POSITION SUMMARY

(Summarize here the reason for this position; provide a brief overview of why this position exists.)

The purpose of this position is to provide leadership and direction within Saint Louis Counseling (SLC) outpatient offices. As Regional Office Director, this position is responsible for day to day operations including maintaining administrative and clinical oversight of (1-4) outpatient offices, providing supervision of office therapists and intake specialists, marketing, community outreach and collaboration with internal and external resources consistent with the vision and mission of the agency as articulated by the Executive Director and the agency's Board of Directors. This position reports to the SLC Chief Program Officer.

DUTIES & RESPONSIBILITIES

(List here the major duties, responsibilities, activities and tasks associated with this position, and for which the incumbent is held accountable.)

1. **Maintain Administrative Oversight of 1-4 outpatient therapy offices**
 - Ensure physical plant of building meets standards
 - Monitor monthly budget of each office with SLC administration
 - Participate in the hiring process with the appropriate SLC personnel
 - Monitor therapist/office schedules
 - Monitor staffing needs at offices regarding therapist
 - Initiate hiring process when needed

2. **Provide Administrative and Clinical Supervision to office therapist**
 - Monitor monthly production of therapists
 - Facilitate consistent office meetings to formulate teamwork
 - Assist with report and audit preparation for various funders
 - Assist Grant Writer/ Community Liaison with funding requests



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- Work with the Chief Program Officer to handle employee issues (disciplinary action)
 - Monitor referral usage (grants, insurance, sliding scale, etc.)
 - Provide orientation/mentoring of all new office therapists
 - Provide monthly or as needed reports (verbal and written) to SLC administration
3. Marketing and Community Outreach
- Assist with marketing each assigned office to fit the expertise of that particular office
 - Form and nurture relationships with vendors within the area (EAP, nursing home, churches, etc.)
 - Participate in community events for outreach purposes (stakeholder meetings, chamber of commerce, etc.)
4. Collaboration
- Work in partnership with SLC Clinical Team to promote clinical integrity of offices
5. Provide counseling to clients when asked or needed by SLC administration

KNOWLEDGE & EXPERIENCE REQUIREMENTS

(Briefly list academic, licensing, or previous work experience required for success in the position.)

A Master's Degree from an accredited college with a major in the Human Services Field (i.e. social work, etc.), with the ability to sit for licensure preferred. Supervisory Experience preferred.

SKILLS & ATTITUDES REQUIRED FOR SUCCESS IN JOB

(List specific job skills and/or personal qualities required of this position in relation to clients.)

Organized, enthusiastic, and positive attitude necessary. Must be self motivated, with ability to work well with others. Must have considerable knowledge of the counseling field and strong skills with leadership and development of others and programs. Must be able to maintain strict confidentiality, to work under pressure and meet deadlines.

RELATIONSHIPS REQUIREMENTS

(Describe type, frequency and complexity of relationships required for incumbent to accomplish job responsibilities.)

Regular interaction with the SLC Chief Program Officer, SLC Clinical Director, SLC Executive Director, SLC Office Manager agency employees and external entities (i.e. United Way, Catholic Churches, local, state, and federal governmental agencies) are required. Within the Saint Louis Counseling agency and therapists (full time, part time, hourly) is necessary.

RESOURCES FOR WHICH ACCOUNTABLE

(List all quantifiable resources for which this position is accountable; e.g., budget dollars, number and types of employees supervised, number and types of clients served, or any other such similar information.)



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