



COUNSELING DEPARTMENT DIRECTOR

SCOPE

The Counseling Department Director is responsible for developing the department strategy and ensuring the safe and timely execution of the same. The Director will also ensure that the department runs professionally and efficiently on a day-to-day basis. This position reports to the President of Rahma Center, and typical working hours are M-F 12 p.m. to 8 p.m. and Saturday 11 a.m. to 3 p.m.

PRIMARY RESPONSIBILITIES

1. Daily Operations supervision and involvement
 - Intake processing supervision
 - Supervision of invoice receipts, cross checking, and payment approvals
 - Ensuring that department provides appropriate services to clients in a professional and timely manner
2. Team Building/evolution
 - Recruiting professional therapists and counselors
 - Ensuring they work as a team to provide excellent services
 - Changing therapists as departmental needs evolve
3. Service development
 - Providing existing services of Family and Pre-marital counseling
 - Growing additional service offerings such as Divorce Mediation, Pastoral Counseling, and others that may be envisioned and approved
4. Planning and Reporting
 - Developing short and long term plans for the department that include service, personnel, and financial aspects
 - Providing monthly, quarterly and annual reporting on progress against approved plans including agreed upon metrics



Knowledge, Skills, Experience, Compensation

1. Knowledge/Education

- Minimum of a Master's Degree
- Excellent English oral and written skills
- Fluency in Arabic or other middle eastern languages a plus
- Degree in counseling psychology or related field is a plus

2. Skills

- Extremely effective organizational skills including attention to detail
- Ability to lead in a confident, yet humble and respectful manner
- Excellent interpersonal skills to interface with a very diverse community
- Superior analytical, problem solving, and decision making skills
- Superior stress, time management, and conflict resolution skills
- Ability to develop, motivate and lead a team of professional therapists
- Ability to provide counseling services is a plus

3. Experience

- Leadership of counseling/medical professionals with budgetary responsibility
- Managing departmental growth on-time and on-budget
- Worked in non-profit or volunteer environments
- Work history of 10+ years

4. Compensation

- Competitive compensation package (base, bonus, insurance,PTO)

5. Legal Status

- Must be legal resident (green card holder) or citizen of the USA

6. Physical Location and Hours of Work

- 27121 Towne Centre Dr, Lake Forest, CA
- Salaried leadership role of 40 hours per week. Monday through Friday full days, and Saturday half day. May need to be flexible depending on needs