

THE WARM PLACE
809 Lipscomb Street
Fort Worth, TX 76104-3121

JOB Title: Program Director **WAGE/HOUR STATUS:** Exempt

REPORTS TO: Executive Director **Salary Range:** \$45,000-\$57,000

QUALIFICATIONS:

Education/Licensure/Experience

- Licensed Professional Counselor
- 3 to 5 years' LPC experience

Special Knowledge/Skills:

- Knowledge and experience with death and dying issues
- Dynamic personality and passion for The WARM Place mission
- Active participation in community affairs
- Excellent organizational and time management skills
- Willingness to work evenings and weekends, travel, and must have a valid Texas driver's license.
- Proficient in Microsoft Word, Excel, PowerPoint
- Knowledge of Access Data Base
- Flexible, adaptable style
- Good presentation and writing skills
- Must possess excellent interpersonal communication and
- Relationship skills for working with clients, volunteers and staff

RESPONSIBILITIES:

1. Supervises Counselors and Program Assistant
2. Complete intake assessments and provide proper placement of families in WARM Place program
3. Develop program ideas and formats for groups
4. Assist the Executive Director in preparation of the yearly program budget
5. Supervision of graduate and undergraduate level counseling interns as other responsibilities allow
6. Assist with facilitator training
7. Manage the professional referral List for WARM Place families
8. Assess and evaluate all program groups
9. Serve as staff member for 2 evening support groups
10. Attend staff meetings and other planning sessions, as requested
11. Provide support for program assistant, monitors, and evening staff members, as needed
12. Manage intake schedule as approved by the Executive Director
13. Perform other duties, as assigned