
FAMILY COUNSELING – MCALEN
DIRECTOR OF COUNSELING

Position Assignment

Title: Director of Counseling – McAllen
Organizational Unit: Family Counseling
Recruited by: Vice President of Family Counseling
Approved by: President and CEO

Working Relationships

Reports to: Vice President of Family Counseling
Supervises: Family Counseling – McAllen
Staff Team: Vice President of Family Counseling and all STCH Ministries staff to enhance the total program

Basic Functions

The Director of Counseling (Director) plays a front-line role in administering and giving oversight to the South Texas Children's Home Ministries (STCH Ministries) Family Counseling program in McAllen, including its satellite counseling offices. The Director helps lead the program to foster social, behavioral, personal, and spiritual growth for clients and families through professional counseling and teaching ministries. The Director is responsible for all clinical aspects of the Family Counseling program, provides consultation, and oversees supervision requirements for all therapists and interns in McAllen, including its satellite counseling offices.

Basic Responsibilities

1. To support the mission of STCH Ministries and maintain STCH Ministries standards and goals, as outlined by the STCH Ministries Policy Manual.
2. To develop and maintain STCH Ministries standards for all aspects of Family Counseling, to include available weekly family therapist hours and clients sessions for all locations, using industry best practices, STCH Ministries program goals, and the objective of short-term solution-focused therapy as the guidelines.
3. To supervise and conduct quarterly supervision meetings and yearly evaluations of staff in the McAllen area offices to ensure that position responsibilities and duties are fulfilled and accomplished in a professional timely manner.
4. To oversee day-to-day operations of Family Counseling – McAllen and to conduct weekly staff

Position Description

South Texas Children's Home Ministries



meetings.

5. To determine, in communication with the Vice President of Family Counseling (Vice President), how to effectively divide time between counseling clients and administrative duties.
6. To counsel clients from a Biblical perspective on their concerns; and encourage children, individuals, and marriages to develop skills for confronting their problems in a constructive manner, and provide consultation to therapists as needed.
7. To maintain professional case files in a timely manner that includes the completed assessment, treatment goals, progress notes, and recommendations.
8. To assist the Vice President in the budget process, helping to anticipate expenses and operate the Family Counseling program in accordance with the budget approved by the STCH Ministries Board of Directors.
9. To recruit and hire all Family Counseling – McAllen family therapists and administrative assistant personnel, and work with Vice President and STCH Ministries Human Resources department to maintain and adapt job descriptions as needed.
10. To establish and maintain effective and cooperative interpersonal relationships with the Vice President, other Family Counseling staff, and all STCH Ministries staff through emails, face-to-face, and joint staff meetings as needed.
11. To evaluate, recommend, and help establish satellite counseling offices in collaboration with the leadership of STCH Ministries and local churches and ministries.
12. To optimize available resources by matching services to the needs of clients.
13. To maintain continuing education standards as required by licensing.
14. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Director of Counseling – McAllen.

Employee Signature

Date

Employee Supervisor Signature

Date