



Job Title	Manager, Mental Health & Wellness
Department	Mental Health & Wellness
Reports to	Deputy Director
Updated	5-2022
Job Type	Full-time, exempt

Position Summary

The Manager of Mental Health & Wellness is a new position, created to expand our post-trauma support of survivors of sexual violence and similar interpersonal harms. The manager will develop and lead a team of licensed counselors/ therapists, Wholeness Project Coordinator, graduate student interns, contract facilitators. The ideal candidate is entrepreneurial, thrives in a collaborative work environment, and is experienced working with children, adolescents, and/or adults who have experienced sexualized violence.

Full-time position with some evening and weekend hours required. Bi-lingual skills a plus. Reports to the Deputy Director.

Primary Responsibilities:

Planning & Evaluation: Responsible for establishing annual objectives and key results for the Mental Health & Wellness department. Support and oversee progress and adjust as capacity and client needs fluctuate. Ensure appropriate services information is reported into Caseworthy on a regular, timely basis.

Personnel Management: Responsible for recruiting, hiring, on-board training, scheduling and performance evaluation of staff. This includes counselors, support group facilitators, project coordinators, and interns. Maintain current human resource documentation including licensure, continuing education, and liability insurance for employees. Ensure counseling services are provided in a timely and trauma-informed manner.

Data Management: Maintain current and accurate records of all services provided by this department. Ensure all services are updated in CaseWorthy by the team in a timely manner (weekly at the latest).

Clinical Supervision: Provide clinical supervision and mentor personnel (full-time, part-time, or contract) to deliver the services of the Counseling & Healing Services department. This includes counselors, support group facilitators, and interns.

Manage Internship Program: foster and maintain relationships with graduate psychology and social work programs and develop meaningful internship opportunities for students that also expand our capacity to serve clients.

Counseling Referrals: Provide support and leadership in delivering crisis counseling and assessments when required. Assemble information, screen internal referrals, and assign service priorities to all clients who are referred to Mosaic Georgia. Ensure timely coordination of referrals to third-party behavioral health professionals; facilitate linkages to services within Mosaic Georgia and to other service organizations.

Counseling services: Maintain a client case load that does not exceed 25% of work hours. Provide treatment to individuals, families, and groups using a variety of psychotherapeutic and counseling techniques. Evaluate suitability of clients for therapeutic intervention in accordance with accepted standards of clinical practice. Establish realistic goals and timeframes and terminate treatment or refer to other resources after appropriate

consultations. Document the compliance to and/or progress of therapy in relation to the client's treatment plan. Analyze results of treatment efforts for indications of progress; alter therapeutic approach and plan accordingly.

Support Group Programs: Ensure delivery of 6-12 support group programs for diverse victim populations (child, teen, women, men, LGBTQ, English- /Spanish- / Korean-speaking, etc). Facilitate 1-2 therapeutic group sessions with clients and members of clients' support system. Lead Psycho-Education groups on various topics related to trauma recovery.

Healing Arts Programs: Provide leadership and support to the Wholeness Project Coordinator to launch the Wholeness Project with special classes in healing modalities such as art, music, yoga, and others. Gather input from potential participants to develop schedule.

Collaborate with Multi-Disciplinary Team (MDT): Participate in regular CAC MDT meetings with allied partners. Work with the justice system to provide accurate documents and competent expert testimony in court as required.

Confidentiality and Professional Judgement: Demonstrate sound judgment, maturity, and ability to act with objectivity and empathy in crises. Maintain confidentiality of clients and client records. Maintain accurate, complete, and appropriate records and file reports promptly. Adheres to all laws and the Code of Ethics for counselors, which establishes standards for the relationship between clients/counselors.

Key Competencies:

- High emotional and organizational intelligence: maintain composure under stressful situations
- Maintain professional boundaries while working with a multi-disciplinary team
- Flexibility/Adaptability in ever-changing environment
- Trained and experienced in trauma-informed therapeutic modalities.
- Strong understanding of child development, family systems, group dynamics, and neurobiology of trauma.
- Strong relational skills – ability to genuinely relate to people from diverse backgrounds and experiences
- Effective written and verbal communication skills
- Excellent strategic thinking, problem-solving and decision-making skills
- Strong computer literacy using the Microsoft Office applications (excel, word, power point, outlook); experience working with client information system, Salesforce experience preferred

Education & Licensure Requirements:

- Maintain licensure and certifications required for performance of professional duties.
- Master's degree in related field required (behavioral sciences, social work, psychology, counseling, criminal justice)
- Georgia Licensed Professional Counselor, Licensed Clinical Social Worker, or Licensed Marriage & Family Therapist.