

Family Counseling Service
 Job Opening
 1393 Trent Blvd, Suite 2101, Building 2
www.familycounselingky.org

Job Title	Executive Director Salaried, Non-Exempt
Posting Date	November 7, 2011 Deadline for Application: December 16, 2011 For questions or to apply, submit a resume and cover letter to Colby Khoshreza at fcsapplication@gmail.com
Purpose	<p>Family Counseling Service is seeking a full-time Executive Director. Under the guidance of the Board of Directors, this individual is responsible for overseeing the day-to-day operations of the agency, including but not limited to: clinical supervision and training, financial and budget management, fund development, marketing, office administration, strategic planning, volunteer recruitment and training, establishing new strategic partnerships, and identifying new business opportunities.</p> <p>Family Counseling Service is a non-profit organization that was founded in 1900 and provides quality, affordable mental health counseling to individuals, couples and families in Central Kentucky. A staff of clinicians, student interns and volunteers supports the agency. FCS provides approximately 2,300 client sessions per year.</p>
Responsibilities	<p>Clinical Management</p> <ul style="list-style-type: none"> • Supervision and training of full-time and part-time clinical staff • Supervision of contract clinicians • Supervision and training of graduate student interns • Coordinating annual audits of client documentation • Provide counseling services to clients • Design and implement mental health programs <p>Business Management</p> <ul style="list-style-type: none"> • Oversee fund development efforts, including extensive grant writing, donor relations and fundraising events • Direct marketing efforts to increase agency visibility and increase client volume • Preparation and administration of an annual budget • Supervision of office administration including front desk coverage • Recruitment, training and supervision of undergraduate interns • Recruitment, training and supervision of volunteers • Assist the board of directors in strategic planning efforts <p>All other duties as assigned by the Board of Directors of Family Counseling Service</p>

Requirements	<p>Education: Masters of Social Work Degree from an accredited college or university and Licensed Clinical Social Worker (LCSW) credential is required. Five years experience, as an LCSW, is preferred.</p> <p>Previous Work Experience: Three to five years experience in a supervisory setting in a non-profit agency is preferred and three years experience providing mental health counseling as an LCSW or CSW is required.</p> <p>Skills: Grant writing, fundraising and marketing. Previous work experience or professional training in these areas is preferred.</p> <p>Ability to work well with others as well as supervise staff, volunteers and contractors.</p> <p>Knowledge of computer software such as MS Word, Excel, Powerpoint, and Paychex (payroll software).</p> <p>Results focused, goal oriented individual who is able to manage effectively and efficiently with little supervision. Must maintain a positive working relationship with grantors, board members, community partners, staff, volunteers and affiliated community agencies.</p>
Contact	For inquiries or to apply, please submit a resume and cover letter to Colby Khoshreza, President of Family Counseling Service Board of Directors at fcsapplication@gmail.com