



Elmbrook Church Position Description

James Place Director of Behavioral Health

Job Summary:

The James Place Director of Behavioral Health, in partnership with Elmbrook Church and in cooperation with James Place extension sites, Faith Community Nursing Director and Site Directors, will oversee all aspects of the mental health and related services offered at the various James Place locations. This position will work closely with a team of qualified staff and volunteers to carry out the mission.

Qualifications & Requirements:

James Place Staff Qualifications & Requirements

- Demonstrates a vibrant and growing relationship with Jesus Christ
- Active member or regular attender of Elmbrook Church
- Commitment to the mission, vision and values of James Place and Elmbrook Church
- Teach, model and uphold the mission of James Place: “Building relationships, responding to needs and offering hope in the name of Jesus”
- Previous experience in community-based ministry OR outpatient mental health care preferred
- Strong interpersonal skills, self-motivation and organization
- Experience developing others professionally, personally and spiritually
- Models servant leadership in both attitude and practice
- Skilled at building positive and healthy relationships with other staff and volunteers

Position Specific Qualifications & Requirements

- Holds a Master’s degree in Counseling, Social Work or related field
- Has or is actively working towards state licensure in Professional Counseling, Marriage and Family Counseling or Social Work
- Has a heart for service to those who are vulnerable and disenfranchised in our community
- Is committed to ongoing personal, professional and spiritual learning and development

General Responsibilities:

- Assure that the Behavioral Health services remain a missional outreach endeavor of James Place to the local community
- Work collaboratively with James Place staff and volunteers to ensure that counseling services are well integrated in the overall services provided by James Place
- Oversee and coordinate the training, supervision, and mentoring of Masters level student interns from professional counseling, marriage and family counseling, and social work programs
- Receive counseling referrals from James Place staff, determine appropriateness for services and assign to a counseling intern
- Guide and oversee the leadership of groups that focus on mental health or addictions recovery, in cooperation with the James Place Site Coordinators
- Assess behavioral health needs of the community and individuals connected to James Places to determine when to start, improve or discontinue services
- Maintain and expand the relationship with New Life Resources as providers of clinical supervision and training for student interns; expand the network of available supervisors for student interns in various locations

- Maintain the relationship with Mt. Mary University and expand relationships with other colleges and universities to recruit students for internships at the various James Place locations
- Build relationships and collaborate with other non-profit agencies in the community to coordinate services and increase capacity to respond to behavioral health needs
- Maintain a list of community resources to refer clients who need additional mental health or substance abuse support services
- Collaborate with and serve as a resource to the Care Ministries of Elmbrook Church.
- Pursue training to stay current in trends in behavioral health, supervision and leadership
- Attend all James Place Director's meetings, Elmbrook staff meetings as available, and James Place site meetings.

Employment Information:

This position is part time, hourly and classified as non-exempt
20 hours/week
Salary – dependent on experience, skills & education

Benefit Package:

Paid Time Off (PTO) – Part-time employees who are scheduled to work more than 10 hours per week are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Staff Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee's first anniversary, Elmbrook will match up to 5%.

Holidays – Part time employees who are scheduled to work more than 10 hours per week are eligible for holiday pay if the holiday falls on their normal scheduled workday. There are 10 holidays recognized by Elmbrook Church as paid holidays. Refer to the Staff Handbook for specific details.

Reports

James Place Director – Shannon Garretson

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