



seeds of awareness  
EMPOWERING COMMUNITIES WITH MINDFULNESS

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## DIRECTOR OF SCHOOL-BASED SERVICES

### Position Description

Seeds of Awareness, Inc. (“*Seeds*”) is accepting applications for the Director of our School-Based Services.

#### **ABOUT SEEDS OF AWARENESS:**

Seeds of Awareness mission is to transform schools and communities by cultivating empathy, connection and awareness. We value diversity and social equity in all aspects of our organization and we aim to increase access to social-emotional services by communities that have been systematically marginalized. Our vision is a future where emotional intelligence is the norm, where empathy and mindfulness are embedded in our education system, and where therapeutic support is accessible and commonplace.

Seeds is a dynamic, community-based, heart-centered organization on an exciting growth trajectory, sharing our transformative services throughout the bay area. Our diverse team is innovative, creative, fun and spirited. We are a revolutionary community committed to social justice, emotional wellness, positive relationship, and community engagement.

We are empowering our future with mindfulness and empathy through our four distinct therapeutic programs: school based, holistic community counseling, nature based therapeutic groups/camps, community wellness and professional development.

For more information about Seeds, please visit our website at: [www.seedsofawareness.org](http://www.seedsofawareness.org)

#### **JOB SUMMARY:**

Seeds is looking for a dynamic person, passionate about social-emotional services in education to oversee and coordinate the delivery of our clinical services to K-12 partner schools. A primary role will be to recruit and support a team of clinical counselors while building and maintaining sustainable relationships with our school partners. Seeds’ Schools program has grown to partner with 18 public, private and charter schools across SF, Alameda, Marin and Sonoma counties, placing, supervising and training over 20 clinical counselors at these sites.

The School's Program Director will be part of a dynamic and collaborative Team that incorporates Clinical Training, Supervision, and Community initiatives at Seeds. The Schools' Director reports to the Executive Director, and works closely with the Clinical Director and Administrative Director to develop and meet key objectives goals, holding the responsibility of the quality, direction and success of the program.. The School's Program Director will also partner with our counselors, core staff and supervisors to uphold a supportive and sustainable community of school-based clinicians.

## **SPECIFIC RESPONSIBILITIES**

### **Responsibilities:**

- Build and support our community of school-based counselors who are trainees, interns and employees.
- Deliver and facilitate bi-monthly trainings to School counselors
- Develop and oversee our Medi-Cal pilot program which includes direct management of supervisors, counselors and clinical documentation.
- Supervise and manage a small team of clinicians who are delivering Medi-Cal services
- Implement regular performance evaluations with staff and surveys to schools to maintain and assess program effectiveness
- Build relationships and work collaboratively with core staff and leadership team.
- Collaborate with Administrative Director to appropriately track and prepare monthly, quarterly, annual, and as-needed budget reports and projections
- Build and sustain healthy client relations with our partner schools
- Collaborate regularly with Executive Director and other staff to follow-up on key objectives
- Embody the vision, mission, values and strategic objectives of the organization
- Perform other Program related duties as needed and assigned.

### **Qualifications:**

- Excellent management skills to manage a team of 18+ counselors
- A minimum of 5 years in the field of school-based services
- High-level administrative skills to develop budget, develop/track surveys, contracts, etc.
- Direct experience working with youth within school-based settings
- Experience with Medi-Cal is a PLUS
- Strong understanding and alignment with our mission
- Excellent written and verbal communication skills
- Ability and desire to work cooperatively and collaboratively in a team environment.
- Ability to manage and complete administrative tasks, meet deadlines, and work well under pressure, while keeping a positive attitude
- High level of computer literacy (Google Suite and Drive)
- Ability to work well with diverse groups including internal and external audiences

- Ability to work remote and travel regularly to meet with partner schools within the Bay Area
  - Commuting to Petaluma and Oakland offices required at least 2x month.
- Connections with educators and schools in the Bay area is a plus.
- MFT, LCSW, Psychologist or equivalent license a PLUS

**How to Apply:**

If you are interested in this position, please first visit and thoroughly explore Seeds-of-Awareness.org. Then submit cover letter and resume electronically to Hiring Manager at [apply@seedsofawareness.org](mailto:apply@seedsofawareness.org) and Website: [www.seedsofawareness.org/apply/](http://www.seedsofawareness.org/apply/) by **May 31, 2019**. Include your name and “Director of School-Based Services” in the subject line, and submit cover letter, resume, and any additional materials as separate PDF attachments. No phone calls, please.

**COMPENSATION:** Competitive Salaried position with at 30 hours a week.

**NON-DISCRIMINATION POLICY:** Seeds of Awareness, Inc. does not discriminate in any program, activity, or in employment on the basis of actual or perceived age, sex, race, ethnic background, veteran status, ancestry, pregnancy, national origin, physical or mental disability, medical information, marital status, genetic information, sexual orientation, gender or religion.

**People of Color / LGBTQ are strongly encouraged to apply.**