



seeds of awareness
EMPOWERING COMMUNITIES WITH MINDFULNESS

(510) 788-0876 • (707) 241-4948
admin@seedsofawareness.org

HOLISTIC COUNSELING CENTERS PROGRAM DIRECTOR

Seeds of Awareness, Inc. (Seeds) is accepting applications for the **Holistic Counseling Centers (HCC) Program Director**.

ABOUT SEEDS OF AWARENESS:

Seeds' 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 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 nonprofit 501(c)(3), and a collection of psychologists, psychotherapists, school counselors, educators and trainers who provide wrap around therapeutic and educational services to individuals, families, schools, organizations and the community at large utilizing our mindfulness-based methodologies.

JOB SUMMARY:

The HCC Program Director is a 20 hour per week position whose primary role will be directing and managing the Seeds Holistic Counseling Center. The Program Director is responsible for providing leadership within HCC regarding further infrastructure and policy development and implementation. This is initially a 12-month position, after which, there may be an opportunity to transition into a permanent Program Director position.

The Program Director reports to the Executive Committee or Executive Director, and works along-side the HCC Clinical Director. This position will also liaise closely with the Agency QA Director. *This position is remote until further notice and Covid-19 risk allows.*

Ideal Candidate has:

- Director-level experience, especially with regard to creation and implementation of infrastructure, policies and protocols.
- Budgeting and strategic planning experience. Prefer fundraising experience.
- Demonstrated leadership skills, including:
 - Experience supervising and managing clinical and non-clinical staff.
 - Experience implementing and fostering accountability, providing feedback and motivating staff



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- Excellent written and oral communication skills applicable to all forms of communication, including one-on-one and full-staff conversations, as well as remote communication via video-conferencing, telephone, email, and social media
- Strong sense of motivation, self-responsibility, accountability and passion for Seeds mission and services
- Prefer MA/PsyD degree in Counseling field and Current license with the CA Board of Behavioral Sciences or Psychology and be in good standing with them (LMFT, ASW, LPCC, PsyD)
- Knowledge of and comfort with clinical documentation standards
- At least 3-5 years clinical experience, preferred experience in non-profit and community based mental health agencies highly desirable
- Familiarity with mindfulness-based clinical approaches and theory
- Understanding of social and emotional learning methodologies
- Comfort with remote work and use of technology for business (Google applications used heavily)
- Genuine interest in and connections to diverse communities
- Commitment to self-care and personal and professional growth with Seeds

Responsibilities and Tasks:

- Develop, implement and oversee program infrastructure and policies.
- Collaborate with HCC Clinical Director and HR to create and implement accountability policies and protocols, including performance evaluations for HCC clinicians.
- Collaborate with Seeds Quality Assurance Director and HCC Clinical Director to Support continued development of existing programs such as orientation and training programs. And support the Clinical Director in implementation.
- Oversee HCC program budget, including preparing quarterly, annual budget reports.
- Manage and work with the Communications Director to create marketing plans for HCC.
- Provide crisis management support, coordinated response with Clinical Director and Clinical Supervisors as needed.
- Attend mandatory meetings.
- Perform other program related duties as needed and assigned.

APPLICATION PERIOD: Applications accepted through until position is filled

COMPENSATION: 20 hours/week -- Salaried \$34,320/year w/ paid vacation time and sick pay. (Initially a 12-month position, with the possibility of transitioning into a permanent role.)



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TO APPLY: Please fill out online application at <https://www.seeds-of-awareness.org/application-form/> or send resume and CV to apply@seedsofawareness.org

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.