



Job Title: BrainPower Coordinator

Job Type: Full-Time, Exempt

Reports To: Executive Director

Schedule: 40 hrs/wk; may include evenings

Pay Range: \$55,000 - \$60,000

Revision Date: May 2023

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## POSITION SUMMARY

BrainPower is Girls Place's onsite mental health and social emotional learning (SEL) program devoted to serving the children and families at Girls Place. The coordinator also supports the staff by providing professional development opportunities, mentoring in social emotional support of the children, and assisting with positive behavioral support plans. Girls Place and BrainPower follow a strength-based, humanistic and systemic approach in which we support the whole child and their intersecting identities in each of our programs and services.

Successful candidates can balance the roles of administrator, supervisor, and clinician. As an administrator and supervisor, the candidate manages counselors-in-training (practicum and interns) and undergraduate students which includes weekly individual and group supervision, coordinating the scheduling of SEL groups with other program directors, and responding to crisis and risk related issues. The BrainPower Coordinator also collaborates with the Executive Director on applying for and reporting on grants, identifying best next steps in developing the BrainPower program, and serving as an advocate to the BrainPower program in the Gainesville community. As a clinician, the candidate is able to implement a variety of therapy modalities (e.g. Family Systems, Solution-Focused, Narrative, Child-centered Play) in service to this diverse client population.

## PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Develop innovative and progressive program by defining and describing components involving, but not limited to goals and objectives, policies, activities, scheduling, facilities, transportation, equipment and supplies, volunteers, and instructors. Programs may be reviewed by the Executive Director, Program Director, and Programs Committee
- Administer grant funded program
- Research and oversee the use of assessment and evaluation tools for measuring program outcomes
- Provide clinical supervision to part-time BrainPower counselor and practicum/internship students
- Conduct annual program evaluations to ensure that they are relevant, and have met the needs of girls and funders
- Maintain data required for grant reporting for each program; complete reports as needed
- Promote programs and recruitment of participants through coordinated public relations effort as directed by the Director
- Engage parents through workshops, check ins, educational materials, and family sessions as needed
- Complete relevant trainings and review of resources for SEL in Out of School Time
- Familiarize yourself with Social Emotional Learning curriculum to train and mentor the BrainPower team and staff in integration of lessons in weekly SEL groups and daily activities
- Provide consultation about strategies to support our higher needs children in the classroom environment and during transitions throughout the site
- Review documentation (e.g. clinical notes, treatment plans, transfer summaries, BrainPower Manual) for program and assess if meeting the needs of the team and the clients

- Update and revise program documentation as needed.
- Collaborate with other Brain Power team members in finding relevant research, resources, and activities to support the clients of BrainPower
- Support BrainPower team in creating and maintaining a personal wellness plan as a part of their goals
- Provide crisis response and de-escalation support to children and families as needed
- Provide direct counseling services to a small case load of clients as needed

#### **GENERAL JOB FUNCTIONS**

- Communicate in person and via phone/email with interested parents and guardians
- Participate in meetings to share ideas and concerns
- Work with other staff to achieve Girls Place goals and objectives
- Assist with program specific grant writing
- Develop and deliver professional development as needed
- Assist with writing a section of the GP newsletter/informational emails to families
- Participate in periodic performance assessment, develop individual goals, and objectives
- Take advantage of training and other developmental opportunities at least once a year
- Maintain professional development courses associated with state professional license and work with current population at Girls Place
- Positively represent Girls Place in internal and external settings including agency fairs, presentations, and fundraising events

#### **RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN**

- Model House Rules and promote a positive environment for girls
- Ensure a safe, nurturing environment for all girls
- Manage behaviors with a trauma-informed lens and resolve conflict using restorative justice techniques
- Communicate professionally and frequently with parents regarding children

#### **MINIMUM REQUIREMENTS**

- Licensed Mental Health Counselor (LMHC), Licensed Marriage and Family Therapist (LMFT) or Licensed Clinical Social Worker (LCSW) in the State of Florida
- Covered with current malpractice insurance
- Serve as an active site host for Counselor Education and Family Youth and Community Sciences programs (attend all trainings, clinical site fairs, etc.); adhere to supervision standards set by the programs
- Experience working with school-age children and their families (minimum 1 year)
- Ability to work in a fast-paced environment
- Highly flexible and able to work autonomously
- Successfully pass Level II background screening prior to start date
- Complete requirements for a licensed childcare facility: 12 hour Office of Early Learning prior to employment and 40 hours of Department of Children and Families within 6 months of employment  
Certification Required: CPR & First Aid, or willingness to obtain upon hire

#### **PREFERRED QUALIFICATIONS**

- Previous informal or formal experience as a clinical supervisor
- Knowledge about the effects of trauma on children and families and committed to using a trauma-informed lens with children and families

- Strong collaborative leadership style
- Theoretical leanings in one or more of the following approaches (Narrative, Solution-focused, Family Systems, Ecological Model, Relational Cultural)
- Training or certification in play therapy
- Training in individual, family, and group therapy
- Knowledge in verbal de-escalation and crisis intervention
- Strong written and verbal communication skills
- Experience in grant writing and reporting
- Familiarity with working in non-profit environment
- Ability to build relationships with other community mental health providers

#### **PHYSICAL CHARACTERISTICS**

- Ability to sit and stand for short and/or long periods of time
- Ability to safely respond to emergency situations
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to push, pull, lift, and carry up to 35 pounds

#### **OTHER CHARACTERISTICS**

- The employee is required to wear a uniform furnished by Girls Place in compliance with the staff manual
- Flexibility to adjust schedule may be required depending on the demands of the position and/or organizational needs
- Consistent use of a computer (i.e. reports, training, etc.)
- Occasional use of outdoor equipment (i.e. leaf blower, pressure washer, hose, etc.)

#### **PROFESSIONAL EXPECTATIONS**

*The employee will present a competent and positive image of Girls Place through the professional and safe coordination of all transportation expectations. In addition, all staff are expected to meet the professional expectations as listed below:*

- Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Demonstrate a strong commitment to protecting confidential information as described in the staff manual and confidentiality agreement
- Demonstrate a desire and willingness to learn in a team-oriented environment
- Demonstrate a strong work ethic by being dependable, productive, and displaying a high level of professionalism
- Interact with children and families from a trauma-informed lens