

Dearborn Pastoral Counseling Center Volunteer Executive Director Job Description

This is a unique opportunity offering both challenge and satisfaction in a congenial, cooperative environment for someone with social services experience and some administrative background. This is a perfect position for someone who is retired and wants to remain active or someone interested in refreshing their skills. We are a small counseling center located within a church in Dearborn. We have competent staff and experienced, qualified counselors. This position has the bonus of allowing flexible hours to meet the needs of the Center. This is a volunteer position that offers a small monthly stipend.

Job Title: Executive Director

Reports to: Board of Directors

General Description: The Executive Director is responsible for following the mission of Dearborn Pastoral Counseling Center by overseeing daily operations. The office support staff, the clinical staff and volunteers report to the Executive Director who then provides necessary information regarding financial status, daily operations, progress with the Center, and future plans to the Board of Directors.

Qualifications: Prefer at least a Master's level in social services field with administration experience. Some experience with insurance companies, policies and procedures, community organizations would be helpful. Marketing experience is a plus.

Duties Required:

1. Meets with the Board of Directors at quarterly Board Meetings and at other times as needed to report on current financial status, needs within the agency and provide ideas for future planning.
2. Supervises staff, independent contractor therapists, and volunteers involved in administrative activity, clinical activity, interactions with insurance companies, marketing, and fund raising.
3. Markets to the community, organizations, and the public to aid in client growth and increase financial resources.
4. Maintains effective working relations with the staff of the church and the Center's staff, volunteers, and clinicians.
5. Needs to be cognizant of, and with the help of staff, complete annual reports to the church and/or other governmental agencies such as IRS.
6. Other responsibilities that arise that are appropriate to the position of Executive Director.

For more information or to apply, please reach out to our interim executive director Bob Pattullo at 313.274.4570 or via email at DPCC11@att.net. You can also learn more about our organization at www.dpcc.us