

Tamarack Grief Resource Center Position Announcements:

Calling compassionate grief counselors and passionate leaders! Thanks to new funding, Tamarack Grief Resource Center (TGRC) is thrilled to announce an opportunity to join our Clinic Team, immersing in grief and trauma care, as well as prioritizing development as a manager, clinic supervisor, and strategic leader. Together we'll advance our mission to strengthen and honor individuals, families, and communities throughout their journey with grief.

We look forward to welcoming a Lead Counselor to oversee our therapeutic 1:1 support services.

Job Title: **Lead Mental Health Counselor – Clinic Director-track Position**

Reports to: Executive Director

Work Hours: 0.75-1.0 FTE, Salaried, Exempt
TGRC hours of operations: Mon: 11:30a-6:30p; Tues-Thurs: 9a-6:30p; Fri: 9a-3:30p.
Some evenings and weekends may be required for special programs and events.

Wage: \$55,000-\$60,000/year (pro-rated) for PCLC or SWLC with applicable training / experience
\$65,000-\$75,000/year (pro-rated) for LCPC or LCSW with applicable training /experience

Benefits: Wellness stipend (\$4,200/year, pro-rated), 29 days of paid leave (including Holidays, PTO, and Sick Leave), Licensure fees, Continuing education credits , Clinical supervision

Location: This position will base out of the Missoula office.

Summary: This leadership-track clinical position will intentionally train into TGRC's Clinic Director over 2-3 years. As the Lead Clinician, this position will provide individual, group, family, and couples counseling to individuals across the lifespan. They will facilitate support groups, with the opportunity to offer community workshops and grief education/trainings. The LC will work closely with TGRC's Executive Director and Clinic Supervisor to gain the necessary skills, knowledge, and experience to lead TGRC's Clinic as Clinic Director (overseeing HIPAA compliance; billing management; clinic scheduling; clinical supervision; internships; etc.). The LC will be the direct supervisor for clinic staff and provide (or arrange for) clinic supervision for clinicians-in-training including Interns. In addition, the LC will contribute to urgent response efforts, publications, and regional and national presentations.

Benefits of Team TGRC!

TGRC has a staff team to support clinicians including a clinic manager, front desk/outreach coordinator, and billing manager. These staff are responsible for scheduling clients, session reminders, tech support and upgrades, preparing and submitting billing, updating intake forms, managing the waitlist, returning calls and responding to inquiries, linking callers/clients to outside resources, completing a Request for Service interview with potential clients, maintaining welcome area, restocking supplies, greeting guests, taking/managing payments and client ledgers, assisting with insurance credentialing, etc. This support allows clinicians to prioritize direct service and documentation. The Lead Clinician will work closely with the Office Manager to ensure forms are current and relevant, documentation is maintained, schedules are clear, and billing and stats are completed bi-monthly.

Essential Duties and Responsibilities:

- Clinical Lead – manage TGRC's clinic, coordinate requests for services, develop protocols for client care, ensure HIPAA compliance, and other clinical duties;
- Provide counseling for individuals, groups, families, and couples including youth and adults in-person and via telehealth;
- Update & maintain clinic forms (intake packets, treatment plans, releases, requests for services, etc.)

- Facilitate groups;
- Provide community workshops, grief education, and trainings;
- Provide grief consultations for bereaved individuals and care providers;
- Help draft and refine templates outlining groups, trainings, and practical tips;
- Ensure that all clinicians maintain health records including progress notes and treatment plans;
- Assist with mental health billing and insurance applications/processing;
- Assist with coordination and facilitation of Urgent Response efforts;
- Serve as Site Supervisor for Clinic staff including Counseling Interns and Clinicians-in-training;
- Serve as a liaison between clients, community members, and professionals and comprehensive
- Contribute to the development and maintenance of a positive non-profit organization.

ADDITIONAL OPPORTUNITIES WILL INCLUDE:

- Provide clinical supervision to students and license-eligible clinicians
- Develop and lead community/professional development workshops focused on grief, trauma, loss, and healing
- Writing, editing, assisting with publications

Minimum Qualifications:

- Licensure-track mental health provider (PCLC/SWLC)
 - Additional compensation is available for licensed applicants (LCPC or LCSW)
- Experience working with individuals across the lifespan
- Specialized training and experience in grief/trauma
- Training/experience in crisis management/care
- Training/experience with suicide pre-/post-vention, including suicide assessments
- Experience or interest supervising clinicians/clinicians-in-training
- Training and experience with HIPAA standards
- Leadership interest and experience: a minimum 2 years experience as a supervisor
- Nonprofit work/experience is preferred
- High competence with treatment plans, diagnosis, progress notes and able to train others.

Skills:

- Organizational and clinical skills
- The desire to learn and work in a collaborative capacity with professionals and community members
- Interest and experience in working with children, teens, adults, and families in both indoor and outdoor therapeutic environments
- Excellent communication skills (including verbal, written and technical)
- Ability to maintain a positive attitude and sense of calm when working with pervasive grief and complex trauma
- Ability to manage a staff team (give and receive feedback; set and support workplace policies; support intrapersonal, interpersonal, and organizational wellness)

Required application documents:

- Resume
- Cover Letter (Why TGRC? Availability? Relevant Experience? Career goals?)
- 3 Professional References
- Writing Sample (250-400 words). For example: A mock case summary or case note.

Interested applicants can apply at: tamarackgrc.org/hiring.

For more information about our organization, please visit our website at www.tamarackgrc.org.

Incomplete applications will not be reviewed.

Position: Open until filled.

TGRC is an Equal Opportunity Employer. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.