



Position Title: Executive Director

Location: Healing Bridges Counseling Center, Clemson, SC

Employment Type: Full-Time

Salary Range: \$77,000 – \$105,000 (commensurate with experience and qualifications)

Reports to the Healing Bridges Counseling Center Board of Directors

Position Summary

The Executive Director provides strategic operational and clinical leadership for all mental health services offered by the clinic. This individual ensures the highest standard of care through the supervision, development, and support of clinical staff and plays a key role in shaping and evaluating the clinic's therapeutic programs, community outreach, and service delivery models. The Executive Director upholds a trauma-informed, culturally competent, and strengths-based clinical framework while promoting continuous improvement and community engagement.

Key Responsibilities

1. Executive & Administrative

- Provide overall leadership and oversight of the Center's operations, exercising executive authority in supervision, management, and strategic direction.
- Implement all directives and resolutions of the Board of Directors, ensuring effective management of the Corporation's business and activities.
- Regularly report to the Board of Directors on the Center's operations, progress, and overall organizational health.

2. Clinical Oversight & Supervision

- Provide individual therapy to clients, focusing on issues such as anxiety, depression, trauma, grief, and other mental health concerns.
- Oversee service delivery, including individual therapy, group therapy, workshops, and psychoeducational programs.
- Maintain and update clinical policies, procedures, and protocols.
- Conduct regular case reviews and coordinate treatment planning.

3. Program Development & Evaluation

- Develop, monitor, and evaluate clinical programs to ensure they meet community needs and achieve desired outcomes.
- Analyze client feedback, clinical outcomes, and service utilization data to inform service improvements.
- Implement quality assurance measures and support evidence-based interventions.
- Lead program reporting efforts for grants, stakeholders, and funders as needed.

4. Staff Leadership & Training

- Recruit, train, and retain qualified clinical and support staff.
- Facilitate ongoing professional development opportunities in best practices in therapy.
- Promote a supportive and collaborative work environment that encourages staff well-being and ethical practice.

5. Access, Intake, and Referral Management

- Oversee the intake process, including comprehensive biopsychosocial and cultural assessments.
- Ensure appropriate referrals are made for medication management, crisis intervention, and higher levels of care.
- Maintain and strengthen the clinic's referral network with local medical and mental health providers.

6. Community Outreach & Engagement

- Build and sustain partnerships with community organizations, schools, churches, and healthcare providers.
- Support the implementation of mental health workshops, public education events, and stigma reduction initiatives.

7. Advocacy & Policy Engagement

- Advocate for equitable access to mental health services, especially for underserved populations.
- Participate in policy discussions and community initiatives that promote mental health awareness and funding.

Qualifications

- Master's or Doctoral degree in Psychology, Social Work, Counseling, or a related mental health degree.
- Current and unrestricted clinical license or eligible for licensure (e.g., LCSW, LPC, LMFT, Psychologist) in the state of South Carolina.
- Minimum 5 years of clinical experience, with at least 2 years in a supervisory or leadership role.
- Strong program management, organizational, and interpersonal skills.
- Ability to collaborate effectively with diverse stakeholders and community partners.
- Commitment to ethical, inclusive, and client-centered mental health practices.

Preferred Qualifications

- Experience with program evaluation, grant reporting, or nonprofit management.
- Familiarity with electronic health records and clinical documentation systems.
- Licensed Supervisor or eligible for Supervision Licensure in the state of South Carolina.

Applications – Submit to healingbridges@forthillchurch.org:

- Cover Letter or Statement of Interest
- Resume or CV

About Healing Bridges Counseling Center

An all-embracing community outreach for Greater Clemson

Mission: Empowering individuals in the greater Clemson community to achieve optimal mental health

Vision: We will be an integral part of the greater Clemson mental health counseling community by removing barriers and providing accessible, holistic, quality care

Values: Meeting human needs, we advocate community. We honor and value:

- *Empowerment*: valuing the healing and growth of the individual
- *Trust*: honoring the discernment of the individual's truth
- *Compassion*: honoring dignity and worth
- *Collaboration*: partnering with community resources
- *Education*: equipping individuals, families, workplaces, and community

Closing Statement:

Employment decisions are made without regard to characteristics protected by applicable law, including disability and protected veteran status.

Healing Bridges Counseling Center is a nonprofit 501(c)(3) organization dedicated to providing accessible and compassionate mental health care in the Greater Clemson Community.