

**Position title:** Clinic Director

**Hours:** 20 hours/week

**Salary:** Non-exempt position. \$25,200 annually

**Location:** Port Townsend, WA

**Application deadline:** June 30<sup>th</sup>

**Start Date:** September 1

**Our mission:** Jumping Mouse transforms children's lives by providing expressive mental health therapy for as long as necessary. We nurture each child's healthy development and supportive relationships at home and in the community.

Jumping Mouse Children's Center is a Port Townsend nonprofit agency that provides mental health services for the children of Jefferson County, ages 2 to 12. The organization's name is derived from a Native American myth and reflects the healing and hope possible through long-term creative therapy.

Children receive therapy at Jumping Mouse for a variety of reasons, generally when the family has experienced trauma and the young child is deeply affected. Jumping Mouse works with children referred from teachers, healthcare providers, domestic violence/sexual assault advocates, and child protection workers, as well as families. More than 80% of Jumping Mouse clients live in low-income households. No child is ever turned away because his or her family cannot pay for services.

Each employee of Jumping Mouse Children's Center is integral to carrying out the organization's mission and transforming lives in our community.

The **Clinic Director** is responsible for 1) developing, planning, and implementing strategies for our program continuation and growth; 2) managing and administering Jumping Mouse's professional training program in relationship with educational institutions; and 3) providing leadership in the field through coordination, collaboration, and community building with partner agencies and regional social service providers.

**Specific duties include:**

- As a member of the directors' team, collaboratively initiate and articulate organizational vision, direction, and strategy.
- Apply overall programmatic controls, including compliance with ethical clinical practices and all applicable laws and regulations.
- Help implement and evaluate goals, objectives, policies, procedures, and systems for the clinic.
- Provide direct clinical services to children and families.

- Maintain education and all other requirements to perform as a mental health professional.
- Manage communications with referring agencies and parties needing consultation regarding children being served at Jumping Mouse; coordinate and assure timely compliance with interagency services.
- Work with Executive Director to hire staff, set performance standards and compensation, and manage staff development and evaluation.
- Recruit clinical interns for our master's-level training program; maintain and develop working relationships with graduate schools.
- Effectively promote and communicate the agency's mission, vision, and core values with board, staff, and the broader community.
- Attend monthly board meetings to report on clinic activities and overall program developments and results.
- Contribute to annual budget setting process and oversee program allocations.
- Contribute to fund development efforts, providing narratives and examples to illustrate program goals, activities, outcomes, and success.
- Research advancements, changes, and issues pertinent to Jumping Mouse's clinic needs, mission, and programs.
- Assist with organization-wide activities such as special events.

**Qualifications and qualities needed:**

1. Licensed graduate degree in counseling, psychology or social work and minimum of three years' experience directing clinical programs.
2. Demonstrated successful experience as a mental health counselor working with young children and children's caregivers. Experience in depth-oriented work and providing child-directed sandtray and play therapy preferred.
3. Knowledge of child development.
4. Ability to collaborate with staff, board, and regional agencies.
5. Ability to act strategically and decisively on behalf of the organization and the well-being of its board, staff, and clients.
6. Excellent organizational, task management, and analytical skills.
7. Excellent communication, interpersonal, and child and family advocacy skills.
8. Standard information technology skills; competence in Microsoft Office required.

**To apply:**

Email cover letter and résumé to Jenny Manza at [jenny@jumpingmouse.org](mailto:jenny@jumpingmouse.org).

In your cover letter, please answer the following questions:

1. Share a personal experience that relates to your own intentionality in working with children. You might include experiences that have offered you insight into play, staying with your own creative self, etc.
2. What do you feel you will bring to Jumping Mouse Children's Center?
3. Jumping Mouse Children's Center transforms children's lives by providing expressive mental health therapy for as long as necessary. We nurture each child's healthy development and supportive relationships at home and in the community. What thoughts does this mission statement generate?

# Join the Jumping Mouse Team

**Our mission:** Jumping Mouse transforms children's lives by providing expressive mental health therapy for as long as necessary. We nurture each child's healthy development and supportive relationships at home and in the community.

Every person who joins the Jumping Mouse team is an integral part of our mission to transform lives in our community. We are dedicated to creating a healthy and joyful work environment to serve both our staff, and the children and families who come to Jumping Mouse.

We offer:

- Discretionary leave policy, where each employee is afforded the flexibility to utilize paid time off as needed
- Professional development opportunities
- Flexible work schedules
- Staff health and wellness plan
- Excellent support for our therapists, including one-on-one weekly supervision and weekly consult groups

## ABOUT JUMPING MOUSE

Located in Port Townsend, Jumping Mouse Children's Center is a nonprofit founded in 1999 to address the gap in children's mental health care in our rural area. The organization's name is derived from a Native American myth and reflects the healing and hope possible through long term creative therapy.

We see children ages 2 to 12 for a variety of reasons, most often when they have experienced emotional stress or trauma that has deeply affected them and their families. Our program halts unhealthy patterns through an integrated, holistic approach—long-term therapy for children, paired with intensive education and support for their parents or other caregivers. Additionally, we advocate for our children in the wider community. By building a strong network of support for all children, our collaborative, comprehensive model prevents intergenerational abuse, neglect, mental illness, substance abuse and other problems.

Jumping Mouse Children's Center is committed to unconditionally supporting each child's therapeutic sessions for as long as needed, regardless of the family's ability to pay. Since over 80% of our families are low-income, we rely on community and foundation support to ensure that our services are accessible to all.

## OUR UNIQUE MODEL

At Jumping Mouse, children are our first priority. To promote healing, we design a comprehensive treatment program based on the unique needs of each child. Play therapy is based on a trusting relationship between the child and therapist, so the child feels safe to tell her story. For one hour per week, the child meets with her therapist and uses a variety of toys and creative materials to narrate past and present experiences.

While their child is in therapy, parents and caregivers meet monthly with the therapist.

Together, they discuss how to best support their child. For parents who would like greater support, we offer our Securing Connections parenting program. Therapists may also meet with teachers and other important adults in the child's life to help them better understand the child's needs in terms of developmental phase, temperament, and life experience. Together, we build a safe and nurturing community where kids and families can thrive.



## OUR WORKPLACE

Our permanent staffing comprises thirteen part-time positions: executive director, clinical director, development director, data and finance director, social worker, administrative assistant, and seven therapists. We are also fulfilling a vital need for training in children's therapy in our region through our master's-level training program. This one-year program draws interns and externs from all over the Puget Sound area.

Our success depends on our ability to recruit and retain highly qualified staff. Our people are the heart of our program, and the trusted relationship between a child and his or her therapist is the most important part of healing. We aim to create a friendly, supportive place to work and value good communication and a manageable workflow. We foster opportunities for learning, shared leadership, professional development, and advancement.

Port Townsend is located approximately 40 miles Northwest of Seattle and prides itself on its historic charm and stunning natural setting. Port Townsend has a population of approximately 9,355 and is the County Seat and only incorporated city of Jefferson County. In addition to its natural scenery, the City is known for many Victorian buildings remaining from its late 19th-century heyday, numerous annual cultural events, and as a maritime center for independent boat-builders and related industries and crafts.