

June 2017

Executive Director

West Sound Treatment Center (and its affiliated programs)
1415 Lumsden Road, Fuller-Wise Building
Port Orchard, WA 98367-9179
wstcsearch@gmail.com (no phone calls, please)

Organizational Background

West Sound Treatment Center (WSTC) has been in operation for over 30 years in Kitsap County, Washington providing out-patient substance abuse treatment services, transitional and permanent recovery housing for individual adults and families, counseling services, veterans’ support, in-jail transition services, employment counseling and vocational support.

With two substance abuse treatment facilities (Port Orchard and Poulsbo), four housing units, supportive ancillary programs and an annual operating budget of over \$1 million, WSTC (and its affiliated programs) is in an active search for a multi-faceted, experienced, and well-rounded Executive Director to oversee and provide leadership for all programs from its offices in [Port Orchard](#). This position reports to a 12 – 15 person Board of Directors comprised of actively involved professional retirees, executives, entrepreneurs, medical professionals and a CPA.

Summary:

The Executive Director is responsible for the ultimate oversight and leadership of the agency in these primary areas of direct management:

- Organizational Leadership
- Fund and Income Development
 - Grant tracking, writing and other fund development strategies
 - Private donor fund development initiatives
- Financial management oversight
- Agency and program budget development and management
- Public, community and media relations

In addition, this position would have ultimate responsibility for the oversight of staff managing:

- Accounting and Billing
- Overall operations
- Quality assurance efforts
- Human resources
- Risk management

A strong background in organizational leadership and fund development is preferred. Ideal candidates will possess a strong track background in writing compelling grant proposals for both government and private donors. A wide degree of creativity and oversight is expected along with the proven skills and abilities to inspire staff performance and development, foster a collaborative and effective team culture, and uphold the highest level of integrity and transparency. The Executive Director will serve as the organizational leader that promotes and embodies the mission of *“Improving Lives and Restoring Hope”* for thousands of community members that are in need of behavioral support and services through the efforts of the WSTC dedicated staff and professional team members.

Requirements:

Fund Development Expertise

- Direct grant/fund development experience from both government and private donor sources
- A proven track record in community partnership and program development

Clinical Experience and Leadership

- A minimum of 8 years actively working in mental health and/or addiction treatment or related fields
- At least 5 years of hands-on leadership, supervisory and management experience in an out-patient treatment facility setting or similar behavioral services setting
- Bachelor's degree (Master's preferred), or educational equivalent in social work, counseling, human services, and business administration or closely related field required
- Experience with non-profit substance abuse treatment facilities including those primarily funded by government grants and Title IX insurance
- Knowledge and ability to uphold criteria under WAC 388-877-0410 related to administrator duties, either directly or through qualified support staff
- Possesses appropriate knowledge of licensing, credentialing, program standards and WA certification standards, as well as current legal standards that pertain to professional practice, reporting requirements, professional boundaries and related issues
- Ensures that all staff members are properly trained and proficient in the performance of their responsibilities and duties

Other Mandatory Skills

- Excellent writing, verbal communications and public speaking skills
- A high level of computer and software proficiency with Microsoft Excel, Word, and PowerPoint at moderate or expert level

Duties Include:

Organizational Management

- Responsible for the leadership and overseeing staff managing patient services
- Directly supervises the Director of Operations, Clinical Director, housing program managers, job skills program manager and related staff
- Works closely with the Director of Operations, Clinical Supervisor and all other supervisory staff to ensure a high level of satisfaction from referral sources. In addition, to facilitate continuous growth of referral sources data base
- Responsible for strict adherence to WA state licensure requirements and national accreditation standards
- Responsible for the budget development and implementation as well as overall fiscal management of the programs
- Policy and procedure development/oversight Responsible for the personnel management of the programs including hiring of staff, disciplinary actions, providing supervision and training to the management team
- Holds documented management team meetings as well as other meetings as required
- Strictly adheres to HIPAA compliance and confidentiality policies when responding to inquiries for client information or copies of information
- Oversees the preparation and quality of annual, quarterly and monthly financial reports as directed by the WSTC Board
- Demonstrates the ability to prioritize tasks and responsibilities and complete duties in the time allotted
- Continuous risk assessment and implementation of policies as needed to minimize risk
- Responsible for public relations and crisis management as needed

Fund, Income and Program Development

- Acts as program liaison to external agencies such as state and federal agencies, provider associations, referral sources as well as private donors
- Develop and foster a strong client-service atmosphere within all programs and services
- Write and lead grant development submissions; develop grant writing team over time
- Program development leadership to expand wrap around intensive services
- Develop an effective working partnership and customer relationship with referral sources
- Represents the agency at public and private events, and develops relationships and partnerships that enhance and align with the mission of the WSTC

If you meet the qualifications for this position and would like to apply, please send cover letter with information on salary history, along with your CV or resume to: wstcsearch@gmail.com

Resumes will be accepted and reviewed for this position through August 15, 2017 with interviews scheduled to begin in September 2017. If you are not contacted immediately, please do not assume your resume is not being considered.