



Program Director Job Posting

Close Date: Monday, December 4th, 2017

Position Overview:

Denver Family Institute is seeking a quarter-time Program Director to provide primary oversight of our two-year post graduate certificate program in Marriage and Family Therapy. The Program Director will support and promote DFI in its mission, vision, policies, and support of the larger community. Generally, the annual and ongoing responsibilities of the Program Director role will be as follows:

- 1) The Program Director is qualified and vested with responsibility for oversight of the curriculum, clinical training program, facilities, services, and the maintenance and enhancement of the program's quality. (this is from the coamfte.org V.12 accreditation standards)
- 2) The Program Director is considered part of the DFI core faculty and is responsible for the management of the core faculty. This includes the facilitation of all monthly core faculty meetings (2 hours each), quarterly planning meetings (1-2 hours), and primary facilitation of quarterly all faculty meetings (2 hours).
- 3) Oversight and communication with DFI affiliate faculty (this includes both instructors and supervisors), gather feedback from affiliate faculty, be receptive to faculty concerns, complaints, and grievances, and help to resolve faculty issues should they arise.
- 4) Maintain all faculty employment files on box.com. Evaluate DFI core faculty and affiliate faculty performances. Create and follow through on faculty performance improvement plans if necessary, and make recommendations to the DFI admin team if termination is required.
- 4) Administer and manage all program related evaluations including instructor, supervisor, and accreditation cycle evaluations.
- 5) Primary responsibility for maintaining the COAMFTE re-accreditation process, including collaboration with, and management of the DFI Director of Accreditation.
- 6) Provide ongoing support meetings for DFI supervisors and be willing to consult as needed.
- 7) The Program Director is considered a member of the DFI admin team, and is required to attend all weekly admin team meetings, and support overall DFI function as appropriate. The Program Director communicates regularly with the Executive Director.
- 8) Ideally, the Program Director will hold office hours on Tuesday and Wednesdays (this can be negotiated).
- 9) Maintain ongoing communications, and emails. Management of the faculty email address.
- 10) Annual Event Attendance as outlined below (any other required events will be given



advanced notice):

Type of Event	Typical Time of Year and Time Frame	Typical Time Frame
Alumni night	January or February each year	One Saturday evening
Alumni mid-year event	June annual	One Saturday afternoon
Prospective student interviews	February and April	One full week day two times
Summer Practicum Interviews	April	One full week day
Summer Capstone	August	approximately three full days
Commencement	August	one Saturday mid-morning to early afternoon
New student orientation and Annual Kick- Off celebration	August	One full Friday day and night
Student re-orientation	August or early September	two-three hours one weekday evening
Faculty Retreat Luncheon	June	Two-three hours midday weekday
Holiday Luncheon	December	two-three hours midday weekday
Attend special time frame Capstones - paid at the supervisor rate	As needed, and with prior planning	-

About Denver Family Institute:

Denver Family Institute (DFI) is a 501(c)3 non-profit public charity corporation, and was established in 1982. DFI is a COAMFTE accredited Post-Degree program—offering the opportunity for therapists to train to become quality Marriage and Family Therapists. DFI’s intensive marriage and family therapy training and supervision program mentors the next generation of relational, strength-based therapists by providing quality services in our low-fee clinics.

At DFI, we recognize the central importance of relationships in the well-being of individuals, couples, families and communities. Additionally, we honor the diversity in relationships and of individuals in our world. We welcome students, faculty and clients from different cultures, lifestyles, abilities, and backgrounds. We have a clear non-discrimination policy in our program. We integrate cultural competence and respect for diversity in all our courses and supervision.



Minimum Requirements:

License in Marriage and Family Therapy (LMFT) in the State of Colorado
AAMFT Approved Supervisor Candidate with supervision experience, and can achieve the AAMFT approved supervisor designation within three years from the date of hire
Teaching Experience- from an experiential learning framework
Minimum of 5 years of clinical experience post-graduate
Proficient computer and technological skills to work with technological platforms at DFI
Strong administrative and communication skills

Preferred Qualifications:

Previous experience as a Program Director, or Program Chair within higher education in counseling or a related field
Teaching Experience in Higher Education
Over 6 years of post-graduate clinical experience
Multiple licenses or certifications in the field of counseling in addition to the LMFT (for example, LPC, LCSW, CAC series, etc)
Advanced computer and technological skills

To Apply:

Please submit the following in PDF format to careers@denverfamilyinstitute.org :

- Cover letter that includes what your goal of the Program Director would be, your experience, and why you would be a good fit with the Denver Family Institute Administrative team.
- Resume or CV
- Three professional references with name, relationship, job title, phone number, and email