



Director of Clinical Services

Position Description

The Headington Institute is a nonprofit organization providing psychological and spiritual support to humanitarian workers and emergency responders worldwide. The Institute seeks a talented individual for the full-time position of *Director of Clinical Services*. The successful candidate will play a vital role on our team while enjoying meaningful work in a collaborative and innovative environment in Pasadena, California.

Requirements:

The preferred candidate will hold a doctorate in clinical psychology or a related field, with a license to practice independently. Alternatively, the Institute will consider candidates with the appropriate master's level degree from leading accredited institutions who also have sufficient relevant work experience. Familiarity with Qualtrics and Workplace Big Five Profile (or equivalent) is a plus. Experience presenting to groups in workshops (particularly on the topic of resilience) is a plus.

Candidates must have experience with, or demonstrated aptitude for, working with large international NGOs and/or other nonprofit organizations. Selected candidate may be asked to make several trips per year if a clinical team member is not available for an assignment.

Responsibilities:

The *Director of Clinical Services* will be responsible for identifying customer needs and delivering the appropriate combination of services to address these needs. Duties include:

- *Program development:* Create and expand programs serving community caregivers
- *Clinical supervision:* Recruit, train, supervise, and evaluate clinicians
- *Client support:* Coordinate and provide clinical and training services
- *Online resources:* Create and revise psycho-educational resources
- *Account management:* Track monthly billable services with office manager
- *Business development:* Cultivate new accounts with executive vice president
- *Special projects:* As may be assigned by executive vice president

Desired Characteristics:

The *Director of Clinical Services* must possess the ability to quickly build successful, collaborative relationships with individuals representing complex multinational humanitarian organizations. Working with a team of consulting psychologists, the Director

Care for caregivers worldwide



must be committed to delivering excellent training along with the assessment and treatment of a wide range of psychopathology and personality functioning.

The successful candidate will demonstrate superior intelligence, creative vision, high energy, common sense, social skills, patience and dedicated follow-up. Excellent organizational skills in a fast-paced environment and the ability to manage projects to completion are a must. Since the Institute functions in an international context, demonstrated diplomacy is highly valued.

Years of research and practice have shown that a holistic approach to wellness is most effective for maintaining resilience in this population. This includes an appreciation for the importance of personal spiritual practice in the lives of many humanitarian workers and emergency responders. Since the Institute works with individuals representing all faiths and worldviews, the Director must be someone who recognizes the importance of meaning, purpose, transcendence, and faith in promoting wellbeing and trauma recovery.

Compensation:

A competitive compensation package of salary and benefits will be provided in accordance with experience. This is an exempt position.

About The Headington Institute:

Founded in 2001 and based in Pasadena, California, the Headington Institute cares for caregivers worldwide by promoting the physical hardiness, emotional resilience, and spiritual vitality of humanitarian aid workers and emergency first responders. The Institute strengthens aid organizations by encouraging the wellbeing of their staff, making it a partner in worldwide humanitarian and emergency responder work. When responders have effective self-care techniques, satisfying interpersonal relationships, adequate organizational support, and sufficient public interest, they thrive in their work. This results in stronger organizations that more effectively serve their beneficiaries. The Institute's ultimate goal is for all relief and development workers and emergency responders to have what they need to maintain their wellbeing and thrive in their work.

To Apply:

Please direct inquiries, nominations, and applications including a resume/vitae and a compelling letter of interest in confidence to bpettit@headington-institute.org, attention Bob Pettit, Executive Vice President. Candidates may obtain additional information about the Institute from our website, www.headington-institute.org. No phone inquiries please.

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