



Position Summary & Benefits
Programs Manager



lifeworks

Simply aware, fully alive.

LifeWorks supports the establishment of diversity, equity and inclusivity in its culture and practice.

Applicants of all ages, ethnicities, spiritual practices and religious traditions, genders and sexual orientations, black and indigenous people, persons of color and those with disabilities are encouraged to apply.



Position Description

Programs Manager (Full Time)

The LifeWorks Programs Manager will be primarily in charge of facilitating and growing two of the most dynamic aspects of the LifeWorks community – the Green House program, our in-house training program for emerging clinicians, and KPACT, our external-facing trainings for our community of professionals.

This role will also be active in the leadership of the practice overall, while providing sex-positive, depth therapy for a partial caseload of LifeWorks clients. This is an ideal spot for someone looking for a full-time position with a balance of practice leadership, program development, mentoring and training of therapists, and providing therapy to clients in the queer, polyam, and kink communities.

Team Leadership Responsibilities

Is an active and integral member of Leadership participating in goal setting, decision making and team building.

Reviews key tracking reports, identifies trends and issues, contributes to resolving open issues.

Is accountable for the culture, reputation and viability of the practice.

Program Outreach

Leads and coordinates the effort to identify and attract presenters for Green House and KPACT

Develops and oversees relevant CC email lists for future Green House cohorts and KPACT

Hosts and welcomes participants and presenters to various Green House events and KPACT



Implements the search, screening, interview and selection process for Green House cohort therapists

Develops and manages marketing and information about the Green House program and the cohort

Creates links in the community that strengthen the pool of Green House (and LifeWorks) candidates

Develops links in the community that strengthen the pipeline for Green House appropriate clients

Develops pipeline for KPACT presenters

Develops and manages information about Green House and KPACT trainings, events and professional offerings

Program Development & Implementation

Develops program goals and manages growth of Green House (in concert with Clinical Director)

Works with Clinical Director in oversight and development of GH curriculum

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Position Description

Programs Manager (Full Time)

Program Development & Implementation (continued)

Schedules and implements the curriculum for the Green House training program

Leads monthly POD meetings and additional monthly case consultation or weekly group supervision

Collaborates with Green House Case Consultant related to program needs

Responsible for coordinating onboarding of all new Green House therapist hires

Tracks and coaches the Green House program therapists toward proficiency with administrative tasks (ledgers, intakes, TB notes, etc.)

Coordinates assignment of Green House therapists to supervisors in coordination with the Director of Training and Clinical Director

Oversees and implements the Green House study committee meetings and collects other assessment data on the participants and the program

Tracks, assesses and oversees progress toward Green House program outcomes and goals (including individual DOS goals and therapists' DOS/week rates)

Develops an annual calendar of KPACT professional education events, vets and schedules presenters and presentations

Acts as host and facilitator for KPACT training events

Case Consultation, Supervision, & Teaching

- Provides weekly individual supervision to LifeWorks therapists as needed
- Offers case consultation to licensed therapists regarding in special areas of competence or expertise
- Teaches the Green House and LifeWorks in-services as requested

General

- Reports to the Clinical Director
- Coordinates with Intake Coordinator and Practice Manager as needed
- Special projects or initiatives as assigned

“I have had several supervisors throughout my time as a counselor and, while each have offered unique insights, I felt my supervision at LifeWorks was the most balanced in terms of support, clinical insight, and professional development.”

2021



Qualifications

Programs Manager (Full Time)

Ideal Candidates have:

Program development & management skills such as curriculum development, coordination, scheduling, evaluation, etc.

3+ years of outpatient, private practice experience

Supervisory experience & competence desirable

Interest in training and development of mental health professionals

Interest in & capacity for growth and development of administrative & management skills and abilities.

Sex-positive knowledgeable and competent.

Brings an anti-racist awareness & perspective.

Schedule & Meeting Expectations

This role is required to meet with other staff for the following types of meetings:

- Weekly one-on-one meeting with Clinical Director
- Weekly Leadership Team Meeting (Thursdays 9-11 am)
- Quarterly Leadership Planning Meeting (usually Fridays 9-1 pm)
- Quarterly Workday(s) (usually Fridays 9-5 pm)
- Weekly Miscellaneous Meeting (Fridays 2-3 pm, at times requiring extension to 2 hours)

This position requires Monday to Friday hours to communicate and meet with other staff and Green House participants. Occasional weekend work is required to support program implementation.



“Experiential learning is really one of the only ways that I actually grow any new knowledge or skills; anything else is just theoretical and my brain doesn’t have anywhere to store it, so it doesn’t *stick*.”

2022

Compensation

Salary: \$60-70,000 per year depending on experience.

This position requires 600 DOS per year (12-13 DOS/week * 48 weeks) plus a minimum of 25-28 hours per week in the leadership/administrative role. Includes 4 weeks of vacation.



Staff on Working at LifeWorks

Curiosity

“I have been very engaged with the concept of depth and process work, and both have deeply enriched my work with clients. I think I’ve grown a lot. I came to LifeWorks with a more “problem-solve-y” style. Now, I have one that is more comfortable slowing down and being curious without having a particular destination in mind.

Likewise, I think LifeWorks’ has helped me personally as well, especially via supervision, as a lot of the insecurities and anxious-tendencies I have as a therapist have their mirrors in my personal behaviors.”

2020

Identity

“It is important to me to work with therapists who emphasize diversity, creativity, and inclusion within a progressive practice. I believe that a sex-positive approach in psychotherapy is vital when working with the LGB, TQ, CNM, kink, and BDSM populations.

It is my goal to expand my clinical skills by learning how to utilize my strengths effectively and to enhance my identity as a therapist, while working within my community.”

2019

Attunement

“I feel as though a lot has changed and shifted within myself. I feel as though I am more attuned to clients, more able to bring myself into the therapeutic space, more trusting in the relationship. I don’t feel as though I am at any particular ending point; however, this is a sense that I have been able to let go of many insecurities and fears and am able to just be.”

2021



Change

“In a paradoxical kind of way, everything is the same, and everything is different.

I am still me, I am still my component parts, but I feel like I’ve been emotionally and existentially reorganized in some fundamental ways.”

2021



Mission, Culture & Values

Mission

LifeWorks brings new and seasoned therapists together to explore their professional dreams, build their skills and experiences, actualize their therapeutic potential and transform themselves into the sex-positive, embodied professionals they want to become, so we can provide quality individual and relationship psychotherapy to diverse clients with marginalized experiences and identities.

As an explicitly inclusive practice, we strive to embrace diversity in all its forms. We welcome clients of all ages, ethnicities, races, spiritual practices and religious traditions, gender and sexual orientations, and erotic expressions and practices. The clients we serve include those experiencing relationship problems, anxiety, depression and trauma, be they children, adolescents, adults, partners, spouses or families.

Culture

- 🌀 We reach for transformation.
- 🌀 We strive towards diversity and to center experiences of marginalization.
- 🌀 We make mistakes.
- 🌀 We practice acceptance, humility and repair.
- 🌀 We stretch, we grow and we care for each other.

Values

We are not perfect. We strive to bring grace to each other's mistakes and generosity to our shared learning. At LifeWorks, we integrate and live the following values in our relationships with each other, our clients and the broader communities we serve and with which we interface:



- 🌀 To have integrity in word, action and spirit through practices of honesty, transparency, and reliability.
- 🌀 To show respect through inclusiveness, fluidity, compassion, and trust.
- 🌀 To shadow box with life's difficulties, being willing to dance or wrestle with unknown, denied and disavowed parts of ourselves and others, including the messy and disturbing aspects of life.
- 🌀 To bring fun and creativity into our work and the lives of those we touch through play, enjoyment, and humor.
- 🌀 To behave responsibly and mindfully in matters of confidence, finance, and stewardship for the relationships that are entrusted to us.



Employment Benefits

- Competitive compensation
- W-2 status and associated tax benefits
- Profit sharing plan
- Option to join 401(k)
- Access to employer-supported group health insurance plan
- Professional liability insurance
- Group consultation
- CEs thru weekly in-services
- LifeWorks clinician events (i.e. KPACT), workshops & annual retreat



- Full-time bookkeeper and insurance specialist
- No non-compete clause to keep you from moving on
- Unique professional development & learning culture

“The practice really means that they use a depth approach – I am being engaged in deep ways, intellectually, emotionally, and psychologically.”

2019

APPLY NOW

To apply for this position, candidates should send a letter of interest and resume for consideration.

Scan the QR code to apply online or email:
cindy@lifeworkspsychotherapy.com

Please include the position title in your subject line.



At Lifeworks we are committed to healing: to healing people, communities and the earth from violence and all forms of social injustice. In our mission, we acknowledge that the community in which we serve sits on the colonized land of the Anishinaabe Alliance of the Ojibwe, Odawa, and Potawami, often referred to as the Council of Three Fires.

We acknowledge that the spirits of the original people pass through us on our city streets and the healing wisdom traditions of the indigenous people are part of our human heritage- which we honor. As such, we make every attempt to recognize the deep wounds and atrocities committed against the original people of this land.

learn more at
www.LifeworksPsychotherapy.com

