



Director of Mental Health and Wellness

About the Southwest Florida Music Education Center

It is well documented that most neurodivergent young adults face significant challenges when preparing to enter the workforce and in developing healthy relationships. Learning differences coupled with common societal attitudes, perceptions, and beliefs about what a neurodivergent individual can accomplish often leave these young people on the fringe of society. This “invisible” disability can often lead to depression, dependence, isolation, and unhappiness; as a result, there is significant strain placed on families and support networks. Placement in traditional college or technical programs can be tricky to navigate. Success depends upon highly trained professionals, small staff-to-student ratios, program design, availability, and affordability. Music is a particular area of strength for many neurodivergent individuals. Currently, there are few high school transition and post-secondary music programs designed to fill this gap anywhere in the United States. This is where the Southwest Florida Music Education Center (SWFLMEC) comes in!

The mission of SWFLMEC is to create a world-class music education center where neurodivergent students who have a strong interest in music and low to moderate support needs receive education in music and life skills, preparing them for meaningful growth opportunities that enrich their lives and the community as a whole.

Position Summary

The clinician’s role is to provide mental health and behavioral support to the student musicians and staff at SWFLMEC, to facilitate a successful post-secondary experience. The Director of Mental Health and Wellness interacts with all departments and staff to ensure individuals are supported in a consistent manner. The ideal candidate will be an experienced, independent, motivational leader who is passionate about mission-driven work and is excited about empowering individuals with disabilities and our participants to be at the center of the change we’re trying to cultivate through music and the arts.

Specific Job Responsibilities

- Identify individuals with mental health, social, and emotional support needs and develop interventions, support guides, and plans to support the individuals.
- Develop behavior support plans for individuals with more intense or immediate needs which include support strategies for staff and documentation standards for progress and outcomes.
- Provide individual support to participants, as needed.

- Refer individuals out to community mental health specialists and create communication pathways so that we can inform the provider of pertinent data, as well as receive recommendations.
- Teach/support groups that may need clinical support around discussions such as emotional wellbeing and health/sexuality.
- Support the Admissions Office in reviewing applications, observing potential individuals, and providing recommendations.
- Help ensure that SWFLMEC's policies comply with DDS regulations.
- Facilitate trainings for staff on topics of mental health issues, communication, documentation of records and events, advocacy, and diagnostic information.
- Train staff on implementation of behavior support plans and run weekly staff team meeting aimed at problem-solving person specific issues.
- Act as a mentor and role model for all staff to resolve behavior challenges.
- Work with families to resolve their concerns/complaints in a timely manner.
- Have availability to be on-call for emergencies.
- In partnership with the Vice President, oversee administrative and development aspects of clinical program including, but not limited to:
 - Identifying capital needs that will be necessary for program growth.
 - Employee development and management, onboarding and termination, adherence to and occasional updates to the employee handbook, payroll submittals and time off requests.
 - Developing and executing contracts, overseeing contract management and adherence to budget.
 - Developing and supervising clinical program implementation and dissemination of grants.
 - All aspects of department budget development, forecasting, projecting, revision, and reporting.
 - Managing end of fiscal year closeout and reporting.
 - Preparing of budgets, reports, and other materials for the Board of Directors

Additional Duties and Requirements

- Communicate to staff, parents, funders, and outside providers any relevant changes an individual may have regarding behavior/response to intervention or status.
- Lead staff orientations and trainings, as needed.
- Attend educational conferences to further knowledge.
- Serve as the coordinator of a positive behavioral supports initiative and serve on the Leadership Team.
- Research topics or areas as related to position and supporting individuals and staff.
- Attend admissions events, fundraising events, and other special events, as needed.
- Attend mandatory SWFLMEC trainings as they occur.
- Other duties as determined by the Vice President.

Overall SWFLMEC Staff Behavioral Expectations

- Demonstrates the ability to respond with a high degree of urgency to the needs and requests of others, internally and externally. Understands the impact of their work on others.
- Understands safety policies and actively promotes safe practices in the workplace.
- Maintains constructive relationships and demonstrates respect for others.
- Deals constructively with conflict and focus on the situation, issue, or behavior and not on the person by diffusing situations before conflicts arise, resolving conflicts directly, and actively promoting and gaining cooperation from others.

- Accurately provides information in oral and written communications. Communicates ideas, opinions, or information in an articulate, professional way. Actively listens to others and demonstrates understanding of other points of view.
- Shows willingness and ability to adjust to changing conditions or priorities.
- Advocates for persons with disabilities.
- Supports and carries out the philosophy, goals, objectives, and mission of the organization.
- Maintains confidentiality.
- Work a flexible schedule, including evenings and weekends, as needed.
- Communicate effectively, both orally and in writing.
- Work in cooperation with staff and the public.
- Identify hazards, implement solutions, and maintain a safe and orderly environment for program participants.

Minimum Qualifications

- Master's degree from relevant human service, counseling, or social work program
- Minimum of five years experience working with individuals with special needs strongly preferred
- Experience working within a residential setting strongly preferred
- Experience mentoring other staff members
- Experience with developing and implementing behavior support plans

Physical Requirement of the Position

- Ability to sit for extended periods of time
- Ability to stand for extended periods of time

Required Knowledge, Skills & Abilities

- Strong knowledge and skills in areas of mental health therapeutic services and supports for persons with intellectual and developmental disabilities.
- Licensed in applicable area of work such as counseling, social work, ABA
- Experience in crisis intervention
- Availability for on-call emergencies
- Training as a Human Rights Officer
- Valid driver's license and insured vehicle

Please send cover letter and resume via email to Libby Anderson: HR@swflmusic.org