

Job Description Clinical Supervisor



JOB: Clinical Supervisor
DEPARTMENT: Behavioral Health Program
SUPERVISED BY: Behavioral Health Program Manager
SUPERVISES: Mental Health Therapists
STATUS: Full Time, Regular
FLSA: Exempt
WORK SCHEDULE: Monday to Friday with one evening

PURPOSE

Under the general direction of ASC's Behavioral Health program manager, oversees and supervises a staff of seven or more clinicians, and conducts intakes. This position is responsible for working with clinicians to develop robust treatment plans and provision of quality therapeutic services to adults, youth, and children.

ESSENTIAL DUTIES

Program Supervision, Training, and Accountability

1. Provides individual and group supervision to clinicians to ensure quality therapeutic services and service hours requirements.
2. Reviews caseload assignment with supervisees on a weekly basis to assign and maintain full caseload.
3. Conducts monthly audits of case files to ensure completeness, quality of progress notes, and appropriateness of therapeutic modalities
4. Provide on-going training to ensure quality clinical documentation
5. Provides trainings, including clinical documentation, to enhance quality of care
6. Effectively communicates program, administrative, and clinical expectations and policies/procedures to supervisees; ensures compliance with state and federal mandates.
7. Provides effective case consultations to increase quality of care
8. Reviews case records for completeness, consistency, and quality of mental health services provided including application of proper techniques
9. Supports staff development through an annual plan including staff trainings to ensure quality and effective therapeutic service delivery
10. Conduct annual performance reviews and develop plans for areas of improvement on an ongoing basis
11. Evaluates complicated cases and provides recommendations
12. Consults with program manager and HR concerning employee and work problems.
13. Provides input on mandatory and discretionary trainings in accordance with contract requirements,
14. Keeps abreast of best practices in provision of community mental health
15. Conduct intakes as required
16. Participates and provides input on service and program improvements during Behavioral Health Program Leadership Meetings
17. Other duties as assigned by supervisor

QUALIFICATIONS

- Master's Degree in mental health field, including MFT and MSW, and at least two years or more of relevant experience. CDP preferred.
- 1-2 years clinical supervisory experience
- Washington State license in mental health or equivalent in good standing.
- Thorough understanding of case management as it relates to clients and coordinated care
- Demonstrated leadership skills
- Demonstrated track record of working effectively with diverse colleagues and populations
- Experience with process improvement, staff training, and responding to clients' needs.
- Demonstrated ability and desire to help families from diverse cultures and backgrounds

- Demonstrated ability to openly, honestly, consistently, and accurately communicate information to others in a manner that is respectful of various backgrounds (e.g. cultural, educational, religious, racial)
- Ability to take time to listen and understand the entire situation and constructively address issues
- Ability to identify and understand the broader context of a situation;
- Ability to foster an environment of accountability and continuous improvement.
- Successful completion of a Washington State Patrol criminal background check.
- Satisfactory driving record with proof of auto liability insurance.
- Ability to: work under pressure; plan and direct work of others; teach and train staff; determine program needs; speak and write clearly; effectively organize work.
- Ability and aptitude with technology necessary for successful day-to-day functioning in business environment including various databases, Microsoft Office Suite including Word, Excel, Outlook, and Electronic Health Records systems.

WORKING CONDITIONS

- Position requires driving your own vehicle whenever necessary to meet program needs. Valid WA state driver license and car insurance is required per state law.
- Position requires working a schedule which includes some evenings.
- Able to sit for long periods, to bending, stooping, and/or to frequent walking.
- Able to lift up to 15 pounds

DISCLAIMER

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.