PURPOSE
Under the general direction of Atlantic Street Center’s (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.
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
- Must possess and maintain one of the following active Washington State licenses: Licensed Marriage and Family Therapist, Licensed Mental Health Counselor, or Licensed Independent Clinical Social Worker.
- 1-2 years clinical supervisory experience.
- 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 Work, 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.

“I have reviewed the job description above and accept all duties and responsibilities.”

Employee Name ____________________________
Employee Signature ____________________________ Date Signed ____________

APPROVED BY:

Signature Date Signed
Darcy Freeman, Program Manager

Signature Date Signed
Someireh Amirfaiz, Executive Director