

## Job Description

### Lead Clinical Supervisor



JOB: Lead Clinical Supervisor  
DEPARTMENT: Behavioral Health Program  
SUPERVISED BY: Director of Behavioral Health  
SUPERVISES: Behavioral Health Staff  
STATUS: Full Time, Regular  
FLSA: Exempt  
WORK SCHEDULE: Monday to Friday as scheduled (with occasional weekends/evenings as assigned)

#### PURPOSE

Under the general direction of Atlantic Street Center's (ASC's) Behavioral Health Program Director, the Lead Clinical Supervisor oversees and supervises clinicians and assigned department support staff. In addition, the Lead Clinical Supervisor takes part in and supports staff in the clinical assessments process. Core responsibilities include clinical and administrative supervision of Behavioral Health staff, assistance with program development and implementation, attendance at meetings within and outside the agency, help managing day-to-day site functions, active collaboration with other community agencies, and other duties as assigned and needed.

#### ESSENTIAL DUTIES

##### Program Supervision, Training, and Accountability

1. Provide individual and group supervision to behavioral health staff to ensure that quality therapeutic and case management services are delivered, and service hours are met.
2. Review caseload assignment with supervisees on a weekly basis to assign and maintain full caseloads.
3. Proactively evaluate individual and overall team performance on a regular and ongoing basis; use collected data and information to make needed improvements, including adjustments as needed to behavioral health staff caseloads and work assignments to maximize quality of care and staff productivity.
4. Review electric case records and documentation for completeness, consistency, and quality of mental health services provided including application of proper techniques and appropriateness of therapeutic modalities
5. Provide on-going training to ensure quality clinical documentation
6. Effectively communicate program, administrative, and clinical expectations and policies/procedures to supervisees; ensures compliance with state and federal mandates.
7. Provide effective case consultations to increase quality of care
8. With support from the program director and the leadership team, implement new hire onboarding and training.
9. Support staff development through the creation of an annual plan including staff trainings to ensure quality and effective therapeutic service delivery
10. Conduct annual performance reviews; proactively identify and develop plans for areas of improvement on an ongoing basis
11. Consult with program director and HR concerning employee and work problems.
12. Provide input on mandatory and discretionary trainings in accordance with contract requirements,
13. Keep abreast of best practices in provision of community mental health
14. Conduct comprehensive intakes/assessments to include a psychosocial diagnostic assessment addressing numerous life domains utilizing interviews, collateral contacts, available clinical records, observations, and verified screening tools that support best practices.
15. Participate and provide input on service and program improvements during Behavioral Health Program Leadership Meetings

#### OTHER DUTIES

- Provide administrative and clinical support to staff addressing urgent or crisis issues and needs of participants.
- On a bi-weekly basis, maintain the ASC crisis cell phone and respond to calls or texts
- Ensure quality by implementing evidence-based, promising, and best practices while consistently meeting external contract compliance standards including WAC, RCWs, City and King County policies and procedures.

- Abide by the agency's confidentiality policies.
- Support and comply with the values, policies, and practices of Atlantic Street Center.
- In the absence of assigned clinicians, support youth and families with direct clinical interventions as occasionally applicable or warranted.
- Assist with the interviewing and hiring of prospective new staff members.
- Actively participate in agency life and program activities. This includes school and agency meetings, supervision and consultation.
- Maintain a flexible work schedule to provide efficient services to participants and meet program goals (this includes work in the evening).
- Working in tandem with the Program Director, conduct leadership meetings with the Behavioral Health Department's leadership team.
- Facilitate regularly scheduled Behavioral Health program staff meetings.
- Provide occasional support or consultations as needed to promote counseling services with other Atlantic Street Center programs or to external agencies.
- Represent Atlantic Street Center at internal/external meetings pertaining to assigned clients.
- Review and approve timesheets, expenses, leave requests or other administrative matters in a timely fashion.
- Support program quality, implement best practices, and consistently meet internal & external compliance standards.
- Perform other duties and special projects as assigned by the Director of Behavioral Health or Executive Director.

## **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.
- Must meet Washington State criteria for Clinical Supervision in compliance with WAC 246-809-234.
- 1-2 years clinical supervisory experience
- 5+ years' experience providing counseling services to ethnically diverse children, youth, and families who are experiencing poverty (Strongly Preferred)
- At least one year of supervisory/management experience in human services; clinical experience in crisis assessment and treatment with multi-system families. Proven ability to deliver effective counseling services
- Strong clinical skills and knowledge base of clinical care standards in the treatment of adults, children, and families, including those families affected by multiple issues (abuse, neglect, domestic violence, chemical dependency) and demonstrated ability and desire to help families from diverse cultures and backgrounds
- Knowledge of DSM V; knowledge of CALOCUS/LOCUS (preferred)
- Demonstrates Evidence Based Practice (EBP) knowledge, preferably of Cognitive-Behavioral Therapy, Motivational Interviewing (MI), Dialectical Behavior Therapy (DBT) and/or Solution Focused therapy
- Knowledge of regulations effecting the delivery of mental health services, including WAC, RCWs, King County policies and procedures and applicable ethical codes
- Computer skills and proficiency with Microsoft Office suite software required. Experience with Electronic Records Management system software/databases preferred.
- Strong organizational skills and timely follow-up to manage complex tasks associated with providing services to multi-system (e.g., schools, juvenile rehabilitation, children's administration/DCFS, and Department of Developmental Disabilities) involved youth and their families
- Effective communication and intervention skills (written and oral). Proven ability to effectively and respectfully solve conflict.
- Proven ability to work successfully in a multi-cultural/multi-ethnic environment. Able to balance competing demands and maintain effective working relationships with staff, participants, volunteers, collaborators, and the general public
- Experience with process improvement, staff training, and responding to clients' needs.
- Ability to take time to listen and understand the entire situation and constructively address issues
- Ability to identify and understands 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.

## **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 that includes some evenings and/or weekends.
- 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:**

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*Signature*

Mei-Ling Morrison-Beals, Director of Behavioral Health

*Date Signed*

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*Signature*

Dr. Pela S. Terry, Executive Director

*Date Signed*

