

JOB DESCRIPTION**Job Title: Clinical Supervisor (2419)****Job Summary:**

The job of Clinical Supervisor is the advanced journey level clinician who possesses full licensure with at least two years of post-licensure work experience. Incumbents are expected to provide qualifying supervision for Behavioral Health Services employees in addition to managing assignments requiring the highest level of clinical expertise. There is an increased level of administrative/management responsibilities along with the provision of team oversight.

Essential Functions:

- Provides effective day-to-day clinical and administrative management, support, and oversight of treatment team members providing mental health services to students in assigned region.
- Monitors/Supervises overall structure of treatment program for the purpose of ensuring that consumers are provided the most effective mental health plans according to individualized needs in conjunction with state requirements and ensure progress toward treatment goals
- Provides effective individual and group clinical supervision to interns and staff as assigned that focuses on maximizing clinical and administrative performance and ensure quality treatment planning and implementation
- Supervises rehabilitation specialists/case managers for the purpose of coordinating mental health plan to ensure quality treatment and progress toward treatment goals.
- Supervises other staff as assigned
- Provides continuous progress evaluation consistent with established school, home treatment objectives, goals and policies for the purpose of advising staff and providing mental health services.
- Follows/Completes specific program policies and procedures in all specific work assignments and adheres to ethical obligations including consumer confidentiality for the purpose of providing effective mental health services.
- Provides clinical training opportunities for mental health treatment team members as needed
- Fosters intra-agency and inter-agency team work and collaboration
- Delivers/Attends/Participates in staff meetings and on-site trainings
- Reviews/Finalizes entries on consumer files with all appropriate staff for the purpose of quality assurance.
- Operates within agency personnel policies and guidelines including, but not limited to, recruitment, hiring and termination, leave, training and development, discipline and performance evaluation
- Actively collaborates with school/district personnel, community mental health providers, and other community agencies to provide necessary supports and services to students and their families
- Represents and promotes Tulare County Office of Education and Behavioral Health Services at community functions and required meetings
- Communicates potential student/district needs to Behavioral Health Services Director to assist in program development
- Communicates effectively with students, parents/caretakers, school/district personnel, and other community stakeholders to ensure meaningful collaboration
- Complies with all policies and procedures for the purpose of following guidelines to ensure effective mental health services are rendered and documented appropriately
- Documents/Monitors mental health services to meet all clinical program and state requirements, including Short Doyle Medi-Cal requirements
- Collects data and prepares a variety of reports for the purpose of quality assurance and monitoring of services
- Travels from site to site and/or performs necessary home visits for the purpose of providing direct treatment, consultation and collaboration for students and families.
- Travels on agency business for the purpose of providing mental health services to consumers, consumers' emergencies, and training for staff and other participants.
- Participates in other duties as assigned by the Behavioral Health Services Director for the purpose of assisting with program needs

Skills, Knowledge and/or Abilities Required:**Knowledge of:**

- Applicable treatment needs of children with specific disorders/disabilities;
- Applied Behavior Analysis Intervention and assessment strategies;
- Basic principles and techniques of interviewing, counseling, psychotherapy and treatment modalities;
- Diverse consumers' levels of acculturation and biculturalism;
- Language and cultural competency;
- Effective assessment techniques;
- Effective crisis intervention techniques;
- Effective techniques to analyze situations accurately and adopt an effective course of action;
- Effective techniques to maintain records and prepare reports;
- Effective techniques to work in teams with other mental health providers to support positive student growth;
- Effective techniques to work with diverse groups of students in varied socioeconomic and multi-cultural areas;
- Human behavior and development of students with special needs;
- Knowledge to conduct culturally proficient assessments and diagnose childhood disorders;
- Childhood abuse and trauma;
- Assessment of high-risk indicators in the children's and youth populations;
- Family systems theory and practice;
- Multicultural experience;
- The local community resources available to the consumer population and capability of strong collaboration/coordination with local providers of health and human services in the community;
- Laws and regulations as they pertain to consumers' legal rights;
- Laws, rules and regulations affecting the work of mental health and public social services agencies;
- Local socioeconomic conditions affecting the use of public and private community resources;
- Mental illness and effective treatment approaches to mental disorders;
- Normal growth and development of children;
- Office equipment including computers and related software applications;
- Oral and written communication skills;

- Pertinent law and regulations regarding health and social service programs, public, and special and/or alternative education laws;
- Pharmacology of medications and drug treatment;
- Principles and methods of counseling and accepted techniques for assessing psycho-social behavior;
- Psychological and social aspects and characteristics of children with physical disabilities, emotional and social disturbances;
- Record keeping procedures related to consumer charts, and of the Board of Behavioral Sciences licensing requirements;
- Technical aspects of field or specialty;
- Techniques for evaluating and monitoring family situations and problems including psycho-social and Health/medical issues sufficient to assist in the development and implementation of treatment plans;
- Understanding of psychopathology and traditional healing practices within the cultural context of the population served;
- Principles and practices of supervision;
- Techniques of leadership, motivation, and group facilitation.

Ability to:

- Analyze situations accurately and adopt an effective course of action;
- Communicate effectively, orally, and in writing;
- Conduct effective assessments and develop/monitor behavior-based interventions;
- Establish and maintain positive working relationships with students, staff, parents and other professionals with whom the clinic is transacting business, and relate to them in a professional manner;
- Establish workload priorities and meet guidelines;
- Maintain records and prepare reports;
- Operate standard office equipment including a personal computer and related software applications;
- Perform crisis intervention and/or assessment;
- Plan and organize workload;
- Promote student adjustment to schools and utilization of district/community services;
- Speaking Spanish is desirable;
- Travel in and out of county using own vehicle;
- Use the equipment necessary to complete the responsibilities of the job;
- Work in teams with other mental health providers to support positive student growth;
- Work independently with little direction;
- Work with diverse groups of students in various socioeconomic and multi-cultural areas;
- Supervise, train, and evaluate staff.

Responsibilities include: working under direct supervision using standardized procedures; providing information and /or advising others; and tracking budget expenditures. Utilization of resources from other work unites is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing: some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations in a generally hazard free environment.

Experience Required:

- 2 years of post-license experience
- Completion of coursework authorizing supervision of BBS Interns
- Administrative/management experience (strongly preferred)

Education Required:

- Master's degree in job-related area

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance
- Department of Justice and FBI Fingerprint Response
- Licensed in the State of California as an LCSW, MFT, or Clinical Psychologist

FLSA Status: Exempt

October 2015

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.