



## **JOB DESCRIPTION**

Job Title:	Clinical Supervisor
Reports To:	Lead Clinical Supervisor
Time Commitment:	30-40 hours per week
Employment Status:	Exempt
Pay Rate:	\$27.00 - \$31.00 per hour

The Clinical Supervisor works under the direct supervision of the Lead Clinical Supervisor, and the indirect supervision of the Director of Counseling Services. The Clinical Supervisor provides clinical supervision and oversight to assigned supervisees, reviews and approves required clinical documentation, and ensures supervisees work within their scope of practice and competence. SAY's Counseling Department provides Clinic, School-Based, and Grief Services. Clinical Supervisors hold a small caseload of clients and provide assessment services. Because of our value for being "in it together," the Clinical Supervisor works collaboratively with the other clinical supervisors.

### **Essential Job Functions and Responsibilities**

- Provide clinical supervision in individual and group format, and provide oversight to the work of assigned trainees/associates
- Keep accurate and up-to-date records, including documentation on all supervisees
- Coordinates with the Lead Clinical Supervisor regarding treatment planning, coverage and support of supervisees, and other supervisory issues
- Instruct and support trainees and associates on how to complete all clinical documentation as required
- Complete clinical documentation with trainees/associates, including completing the CANS/ANSA
- Review, provide feedback, and ensure timely completion of supervisee progress notes
- Make recommendations regarding treatment modality, including a DSM diagnosis (as needed)
- Provide performance evaluation to supervisees
- Carry a caseload as assigned
- Provide assessment services
- Perform other related duties as assigned

### **Minimum Qualifications:**

- Current and unrestricted license as a MFT or LCSW or Licensed Psychologist
- Licensed for a minimum of two years
- Completed continuing education courses approved by the licensing board which permit functioning as a clinical supervisor (can complete upon hiring)
- Superior clinical skills
- Strong documentation and editing skills
- Experiences in providing clinical services to children and youth
- Excellent interpersonal and communication skills
- Demonstrated awareness of, sensitivity to, and competence in working with cultural and socioeconomically diverse clients and co-workers
- Keeps abreast of trends, research and practices in the areas of child, adolescent and family therapy, and the mental health counseling profession
- Proven ability to develop rapport and trust with youth, families
- Ability to maintain confidentiality as set forth by the mental health professional ethical/legal standards related to client information, while balancing the need for collaboration other professionals
- Maintain confidentiality regarding Agency information
- Ability to work well with and collaborate with schools and community providers in a professional manner
- Ability to work some evenings
- Experienced and successful with detailed documentation and assessment
- Knowledge and compliance of child welfare reporting laws
- Must pass criminal background check

### **HIGHLY DESIRABLE:**

1. Experienced with Medi-Cal documentation requirements
2. CANS/ANSA certified

### **Physical, Environmental and Mental Requirements:**

- Physical: Frequently required to perform moderately difficult manipulative tasks such as typing, writing, filing, etc.
- Must be able sit for extended periods, ascend/descend stairs.
- Sensory: Frequently required to read documents, written reports, and plans.
- Must be able to speak clearly and understand/be understood using the English language.
- Cognitive: Frequently required to concentrate on moderate detail with frequent interruption. Must be able to attend to a task/function for 20-45 minutes at a time. Frequently required to understand and relate to specific ideas, several at a time.
- Environmental Conditions: Frequent exposure to varied office and mixed (residential/office) environments. Occasional exposure to outdoors.
- Equipment: Frequently required to use a computer, phone and copy machine.

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