

JOB DESCRIPTION

JOB TITLE: Clinical Supervisor

REPORTS TO: Director of Training

PRIMARY RESPONSIBILITY:

The Clinical Supervisor in the Transition Aged Youth Services (TAYS) and Outpatient (OTP) programs provides clinical oversight and quality assurance to unlicensed and licensed staff clinicians who provide community-based mental health care services with a focus on trauma-informed services to children, youth and families. The supervisor is legally responsible for adherence to all applicable licensing, supervision, billing, documentation requirements and overseeing the timeliness and quality of a staff member's clinical work. This position works with TAYS and Outpatient Program Directors to identify policies, procedures, and training needs.

POSITION: 80% FTE position, Exempt

PROGRAMS OVERVIEW:

OTP – The Outpatient Therapy Program (OTP) is the founding clinical program at WestCoast Children's Clinic. We serve children ages 3-21, many of whom are in the foster care system. Outpatient clinicians provide psychological and supportive services not only at our clinic, but also in our clients' homes, schools and other sites throughout the community. Clinicians partner with individuals and various systems the child is involved in, including primary caregivers and family, social workers and schools, the legal and foster care system, and others within the community. Embedded in our work is an approach that is culturally and ethnically relevant.

TAYS – Transition Age Youth Services (TAYS) Clinicians provide community-based, intensive strategies to address any current need for stabilization, crisis intervention and individual trauma-focused treatment. TAYS Clinicians work in one or more of the following TAYS Program areas:

C-Change, Transforming the Lives of Sexually Exploited Minors, provides mental health screening, advocacy, clinical case management and psychotherapy to sexually exploited youth and their families. C-Change provides a safe and supportive environment for youth to explore alternatives to street life.

Catch-21 provides intensive mental health services to youth with serious mental illness with the focus on stabilization, reducing mental health symptoms and connecting youth with the services that they will need to successfully transition to adulthood.

ESSENTIAL JOB DUTIES:

- Provides direct, individual clinical supervision for licensed and unlicensed clinical staff
- Monitor caseloads and ensure that supervisees comply with all agency and clinical, legal and ethical practices. Review and co-sign supervisees' progress notes, clinical forms and correspondences when indicated.
- Provides ongoing, regular feedback and evaluation to clinicians on the quality and timeliness of their clinical work as well as their caseload. Also solicits feedback from clinicians regarding supervision and whether needs are being met.
- Administrative oversight and monitoring of billable hours requirement. Provide support, training, and remediation where needed to assist supervisees in meeting the program's billing expectations and caseload requirements, charting, record keeping, documentation standards and all other quality assurance standards.
- Communicates any concerns about quality of clinician's work to Program Director in a timely manner.
- Ensures that clinician complies with all legal and ethical practices; co-signs unlicensed clinicians' progress notes, clinical forms, and correspondence as a legal representative of WCC.
- Facilitates group supervision or case-conferences as required.
- Participates in WCC meetings, administrative program meetings and trainings as required.
- Contributes to 90 day and annual performance evaluations of clinicians.
- Adheres to requirements for supervisors as stipulated by WCC policies and procedures, California Board of Psychology and Board of Behavioral Sciences rules and regulations.
- Identifies training needs and makes recommendations to the Program Director.
- Provides support and training where needed to assist clinicians in meeting WCC billable hours requirements, charting, caseload, record keeping and documentation standards, and all other quality assurance standards.
- Helps clinicians identify professional development goals for the year, and collaboratively monitors progress toward those goals.
- Other duties or projects as assigned.

QUALIFICATIONS:

- Doctoral degree in Clinical Psychology, Masters in Social Work or Masters in Family Therapy with current California mental health care license
- Minimum of 3 years clinical experience post licensure expected
- Minimum of 2 years experience as a supervisor of clinical work preferred
- Demonstrated experience working with and/or supervising work with sexually exploited, high-risk and transition aged foster youth
- Demonstrated experience providing and/or supervising community-based mental health treatment

- Demonstrated clinical experience with foster care, child protective services, juvenile justice, community mental health, and/or community psychology models
- Experienced in providing psychological services to clients who have complex, multiple diagnosis histories
- Experienced in providing parent support and family therapy to adolescents and their families, particularly those involved in the juvenile justice system, foster care, group home or residential treatment settings
- Clinical training and experience with trauma informed treatment models and interventions for children and families with complex trauma and attachment difficulties.

COMPETENCIES (skills, abilities, knowledge):

- Knowledge of child and adolescent development, trauma, chemical dependency, dual diagnosis, domestic violence and sexually exploited minors
- Highly skilled at supervising individual and family therapy and engaging caregivers in treatment
- Demonstrated knowledge and experience with foster care and child welfare systems and services, community mental health, and/or community psychology models
- Competent in working with psychological issues related race, ethnicity and class
- Collaboration and team functioning - able to work independently and collaboratively as part of a multidisciplinary team, able to proactively collaborate with other supervisors and program directors to ensure the best possible training for supervisees and service delivery for clients
- Able to work effectively in an organizational setting and understand how to utilize the chain of command to resolve problems and bring program development ideas forward
- Ability to proactively collaborate with other supervisors and program directors to ensure the best possible training for supervisees and service delivery for clients.
- Efficiency and time management
- Excellent interpersonal, communication and writing skills
- Knowledge of or ability to learn Medi-Cal reimbursement procedures and billing
- Bilingual and multilingual skills are a plus
- Candidates of color are encouraged to apply

PHYSICAL REQUIREMENTS:

All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Ability to move about as needed throughout the day.
- Requires ability to sit up to 8 hours per day with intermittent occasional moving about our workspaces.
- Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time.

- Finger, hand, and wrist dexterity.
- Ability to complete tasks in an environment where interruptions are the norm and background noise is present.
- Ability to move throughout buildings and between buildings, including stairs or elevator. Areas are wheelchair accessible.

COMPENSATION: \$72,000+/year (prorated at 80% based on 0.8 FTE = \$57,600+/year), based on licensure level and experience. Includes competitive total compensation and benefits package, 403(b) and performance based compensation plans.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job. Other job duties include those that are considered secondary to the overall purpose of this position.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested. WestCoast Children's Clinic reserves the right to revise job descriptions or work hours as required.

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