



# Clinical Supervisor (Temporary)

## Job Description

<b>Most Recent Update:</b>	9/13/2023
<b>Job Title:</b>	Clinical Supervisor (Temporary)
<b>Status:</b>	Part time, non-exempt hourly position. Term lasts from 10/1/2023 – 3/31/2024
<b>Reports to:</b>	Clinical Director
<b>Purpose:</b>	Clinical Supervision will focus on supporting trainees and/or associates in developing their ability to provide assessment, individual and group therapy, as well as other services that may augment a multi-tiered system of support in schools or community settings.
<b>Essential Functions:</b>	<ul style="list-style-type: none"><li>• Conducts weekly individual and/or group supervision for up to 8 Trainees and Associates.</li><li>• Ensure compliance with all laws governing the practice of professional clinical counseling including chart audits.</li><li>• Oversees Trainee/Associate record keeping of client cases including progress notes, goals and psychosocial assessments in Apricot software.</li><li>• Evaluates staff as required by academic institutions and NMCS.</li><li>• Support licensed clinical staff and provide consultations as needed</li><li>• Conduct annual internal &amp; external file audits as it applies to assigned supervisee.</li><li>• Provide ongoing support and consultation to clinical staff including timely response to crisis calls.</li><li>• Internship Program includes weekly didactic trainings with internal and external trainers; provide trainings as possible within schedule.</li><li>• Additional duties as assigned.</li></ul>
<b>Knowledge, Skills, &amp; Abilities:</b>	<ul style="list-style-type: none"><li>• Principles and practices of individual, group and family psychodynamics as they relate to adults or children; psychological diagnostic methods and terminology; personality development from infancy through adulthood.</li><li>• Current principles, techniques, and practices of clinical case work for adults or children; the human and health services systems in the community including public and private agencies and other community resources.</li><li>• Principles of mental health education, client and community advocacy, and systems theory; principles of crisis intervention; needs, problems, and perspectives of people with mental illness, trauma related to immigration, impacts of economic/housing/food insecurity.</li><li>• Knowledge of laws and ethics; understanding of client's legal rights.</li><li>• Knowledge of casework objectives, principles, techniques, and caseload management.</li><li>• Knowledge of community resources, public social service, and assistance programs.</li><li>• Knowledge of interviewing and record keeping techniques, including the documentation of all actions and contacts in case files.</li><li>• Basic knowledge of the effects of stress and adverse childhood experiences.</li><li>• Ability to engage clients in the problem-solving process.</li><li>• Able to function with minimal supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively.</li><li>• Able to get along with people and establish cooperative working relationships with staff at all levels both within and outside the department.</li><li>• Demonstrate exemplary customer service, strong communication and organization skills.</li><li>• Proficiency in word processing, spreadsheet, database, presentation and e-mail software.</li></ul>
<b>Qualifications:</b>	<p>Required Qualifications:</p> <ul style="list-style-type: none"><li>• Master's degree or higher in social work, counseling, psychology, or a related field.</li><li>• LMFT, LCSW, LPCC or LP, licensed for at least 2 years. Active California license in good standing.</li><li>• XX years of experience providing clinical supervision</li></ul>

- Ability to supervise clinical interns/associates (AMFT, ACSW, Professional Clinical Counseling Interns, and/or School Counseling interns).
- Must have a National Provider Identifier (NPI) or obtain NPI, prior to employment start date.
- Provide copies of current CEU's per renewal period. CEU in accordance with BBS regulations including per renewal – Law and ethics, Supervision, DSM-V.
- English fluency

Preferred Qualifications:

- Bilingual (Spanish)/bicultural
- Experience working with Latino, immigrant and low-income communities
- Experience in community-based programs
- Experience working with electronic health records

Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.