

CLINICAL PROGRAM SUPERVISOR

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

Master's Degree from an accredited school of social work including supervised field work placement in psychiatric social work. Completion of two year fellowship in adult therapy from an approved postgraduate training program desirable but not required. Knowledge of coordinated service and Rehab-option essential. At least three years clinical work experience in a psychiatric clinic or hospital involving problems of mental and emotional adjustment of adults, and the use of psychiatric consultation desirable. Ability to formulate diagnoses, conceptualize and implement appropriate treatment plans.

License to practice social work in the state of California, and fulfillment of requirement to function as a supervisor in a Children, Youth, and Family Services milieu.

Experience in Program Administration and Clinical Supervision desirable. Must be capable of flexibility in service delivery within coordinated services model and its interrelationship with the total structure of the Children and Youth Services Program, Mental Health, Acute and Residential care and adjunctive services.

GENERAL STATEMENT OF FUNCTIONS:

Under the general direction of a licensed clinical program director, supervises and coordinates multidisciplinary and ancillary support staff in the planning and provision of mental health services to emotionally or mentally disturbed children, youth, adults, and older adults. Provides daily clinical and administrative oversight to the team, with technical supervision of licensed clinical staff activities exercised in accordance within scope of practice guidelines. Also oversee other professionals, paraprofessionals and/or general service staff. Additionally, assist in coordinating social work and treatment activities with medical, psychological and other professional services. Lastly, persons in this position are expected to administer and interpret policies and procedures. SPECIFIC DUTIES: 25% - 35 hours/month-Provide clinical and administrative supervision of professional and para-professional staff providing services in the Children Outpatient/ FCCS Program. Provide clinical supervision to pre-licensed psychiatric social workers in accordance with the Board of Behavioral Science guidelines. 29% - 40 hours/month-Review and approve clinical documentation to ensure quality of care relative to completeness, consistency, efficiency and effectiveness (including medical necessity, coordination with primary care and outcome measures). 25% - 35 hours/month-Assign work to supervisees and provide necessary training, instruction and evaluation of work. Complete and process performance evaluations for supervisees in accordance with agency guidelines, consulting with Program Director concerning human resources and work problems. Meet regularly with staff on an individual and group basis to discuss performance including work habits, case reviews and documentation, identifying needs for staff development and training needs. Screen prospective client referrals and maintain referral and client databases. 3% - 4 hours/month-Assist supervisee with crisis and complex cases, providing leadership and direction for best practices and solutions. 6% - 8 hours/month Conduct periodic visits to field sites as needed, to ensure services are provided as promised and clients are satisfied with services. 7% - 10 hours/month May carry a small caseload of clients with complex issues. 3% - 4 hours/month Participate in continuing education activities to stay informed and proficient with evidence based practices and other progressive treatment modalities to promote growth and new learning experiences for staff.

- Maintain CEUs to provide clinical supervision in accordance with California Board of Behavioral Science standards.

*3% - 4 hours/month- **Meet regularly with Program Director for consultation and guidance.**

- Manage the program in the absence of the Program Director.
- Other duties, as assigned.

Job Type: Full-time