



Job Description

Position Title:	<u>Clinical Supervisor</u>	FLSA:	<u>Exempt</u>
Position Reports To:	<u>Division Head/Clinical Director</u>	Salary Range:	<u>TBD</u>

Summary of Duties:

Under the direct supervision of the Clinical Director / Division Head, the clinical supervisor is responsible to coordinating and directing the clinical and case management activities of his/her assigned team. In addition, the Clinical Supervisor is responsible for providing culturally competent clinical/therapeutic counseling services. These services include but are not limited to individual counseling, group counseling, clinical intake/evaluation, mental health services, crisis intervention, parent/child therapeutic activities, community presentations and other therapeutic services.

Essential Duties and Responsibilities:

1. Provide administrative and clinical supervision to staff and interns as assigned; including completion of performance evaluations, staff development plans, and monitor achievement of utilization rate standards.
 - a. Provide clinical training for staff and interns.
 - b. Evaluate clinical supervisee's clinical skills and provide training and guidance in the development of their ability to provide culturally competent diagnosis and assessment; development of service treatment plans and documentation of services provided as well as other program requirements.
 - c. Oversee the supervisees' productivity and assist them in achieving utilization standards.
 - d. Review and approve supervisees' progress notes within 48 hours of submission
 - e. Review and approve supervisees' opening and closing of client charts. Ensure that clients' annual reviews, service plan reviews and all written documentation for the clients assigned to the team are updated on time.
 - f. Approve training and leave requests of supervisees.
 - g. Provide weekly a minimum of one (1) hour of clinical supervision to assigned supervisee.
 - h. Provide weekly group supervision to assigned group of clinicians.
2. Provide direct clinical counseling and clinical targeted case management to individuals and families
3. Ensure that cases assigned to the team meet program requirements.
4. Develop back-up system for clinical coverage for emergency/crisis situations
5. Coordinate, develop and provide community education programs and other behavioral health programs based on the assessed needs of the community.
6. Promote PACS services to the community to foster support, understanding and referrals.
7. Provide back-up for the Clinical Director / Division Head.
8. Perform duties and tasks as assigned by the Clinical Director/Division Head.

Qualifications and Experience:

1. License to practice independently in California (LCSW, MFCC)
2. Minimum of 3 years post-master's experience
3. Previous supervisory experience with interns and/or staff preferred
4. Experience in servicing a culturally diverse clientele
5. Ability to bridge cultural differences
6. Exhibit flexibility, client-centered perspective
7. Ability to work with multicultural staff and clients

Above duties and qualifications may be updated without notice due to programs and services requirements.