Job Posting

**TITLE**
13008 Clinical Supervisor

**CATEGORIES**
FTE

**CLASSIFICATION**
Senior Clinical Specialist III

**CLOSING DATE**
2/5/13

**PERCENT OF TIME**
100%

**PERSONNEL CODE**
13008

**PROGRAM**
Central Intake/Resource Bridge

**JOB INFORMATION**

**JOB SUMMARY:**
The SCSIII is responsible for supervision of day to day operations, and assisting with program development of CI/RB. Chief responsibilities include providing administrative and clinical supervision for program staff; building relationships with community providers; assisting in program development using the NIATx Process Improvement model; overseeing service delivery, program data gathering, and quality assurance. The SCSIII provides culturally competent, recovery oriented and trauma informed supervision, assessment and intervention services for a wide array of child/family and adult mental health and substance use disorder cases. In addition, clinical backup, and clinical services including assessment, treatment planning, referral, and documentation are required. The SCSIII works collaboratively with the Outpatient Services and Emergency Services management teams and works closely with the Director of Outpatient Services. The SCSIII is under the direct supervision of the Director of Outpatient Services.

**QUALIFICATIONS:**

**Essential:**
- M.A./M.S. in related human service field plus at least 2 years of post-masters, supervised clinical experience in mental health and/or substance use disorder treatment. Clinical experience must have included supervisory and/or leadership responsibilities.
- Meets relevant state licensing requirements for billable services.
- Demonstrated commitment to provide culturally competent services that are relevant to the diverse and unique needs/experiences/perspectives of each client.
- Demonstrated commitment to recovery principles, and provision of trauma informed services.
- Experience in managing mental health and substance use disorder client crises and the ability to supervise other staff involved in crisis resolution activities.
- Strong organizational and leadership skills.
- Strong system analysis and problem solving skills.
• Superior communication abilities (both orally and in writing) and the ability to organize, direct, and work effectively with interdisciplinary teams.
• Licensure or willingness to pursue licensure as an Independent Clinical Supervisor.
• Demonstrated clinical experience with adults, children and families.

Preferred
• Licensure as an LCSW, LPC, or LMFT as well as substance use disorder Independent Clinical Supervisor
• Fluency in Spanish or a South East Asian Language.

RESPONSIBILITIES:
A. Clinical Supervision
1. Provide clinical consultation, review, and oversight to clinical team members, and through regularly scheduled consultation, education, instruction and counsel, assure the general clinical and cultural competence of all services delivered to consumers.
2. Review the performance and goals for all program staff on an annual and as needed basis.
3. Provide clinical back up for Central Intake and Resource Bridge programs.
4. Coordinate and oversee a system of appropriate clinical charting procedures that insure the program’s compliance with Center, County, State, and CARF guidelines and mandates. Review documentation for accuracy and timely completion.
5. Assist in facilitating the coordination of the program’s clinical services with those of other programs and outside agencies, and provide problem resolution around system issues, clinical issues, cultural competence, consumer grievances and difficult cases.

B. Administrative Leadership
1. Provide leadership to weekly staff meetings, training programs and other designated functions.
2. Provide leadership in recruiting, hiring, training and evaluating of new staff, students and volunteers.
3. Monitor and ensure staff service expectations including documentation and procedural requirements.
4. Approve and monitor scheduling, time off requests, training requests and other aspects of each member of the program team.
5. Participate in program budgetary discussions, decision making, and implement programming based on budget.
6. Provide program leadership around agency Mission, Vision and Values as a part of the JMHC management team.
7. Participate in meetings and projects as assigned by the Director of Outpatient Services.

C. Provision of Clinical Services
1. Provide clinical services including assessment, treatment planning, crisis intervention, and/or case management activities in a context that is supportive of the client’s family, culture, values, and perspectives.
2. Complete accurate clinical records including intakes, case histories, treatment plans,
case notes, and other information in a timely manner
3. Attend consultations, and other clinical meetings as needed, or assigned.

Any other duty as assigned.

Applications are available:

- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday
- or by phone at (608) 280-2677

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver's record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.