



Position: Clinical Supervisor

Reports to: Senior Administrative Officer

Supervises: Assigned mental health counselors; community services programs and staff

Department: Community Services

FSLA Status: Exempt

Position Summary: Located in the East Region office. Provides supervision and oversight to multiple programs, clinical and case management staff in all sites; requires travel and flexible hours.

Essential Duties/Responsibilities:

- Oversees the implementation and all other aspects of assigned programs.
- Ensures that all programs and services are consistent with the agency's mission and ethical code, program standards, and service philosophy and that all staff has an awareness of and commitment to the same.
- Conducts regular case conferences with clinicians and case managers. Provides supervision and consultation; advises staff in assessing social, emotional and economic causes of problem behavior and mental or emotional disorders and in developing and modifying treatment and approves alternative plans, termination or transfer of cases.
- Conducts performance reviews for all direct reports in a timely manner.
- Ensures that staff in assigned programs have the proper resources to effectively perform their responsibilities and provide quality care to clients in each program.
- Assists in the writing of program grants and periodic grant reports to ensure continuing revenues and support.
- Completes periodic reports to track and monitor the progress of the clients receiving services, provide improve data outcomes to meet the improvement and evaluation requirements of the agency.
- Ensures compliance with the agency's Performance Quality Improvement, HIPAA, and other regulatory processes.
- Develops and implements plans to maintain a steady flow of referrals for all assigned programs; responsible for the assignment of caseloads.
- Networks with other human service agencies to increase cooperation, communications, and collaboration.
- Manages that client documentation, data, and outcome reporting is aligned with agency standards and IN state codes; and integrity of all documentation, records, and archives is maintained.
- Assists in the hiring of staff and other assigned human resources activities; strictly adheres to employment laws and board approved policies.
- Provides direct services to clients as needed.
- Performs duties according to the: 1) ethical and professional standards and policies of Catholic Charities; 2) ethics of chosen field of study; 3) values and tenets of Catholic Social Teaching.

Key Qualifications:

Qualified candidates must possess a master's degree in social work, mental health counseling, or counseling education (i.e., M.S. Ed. in school or marriage and family counseling), 3 years of progressively responsible supervisory experience in a social service or mental/behavioral health service environment, and excellent verbal and written communication skills. Indiana state licensure is required (i.e., LMFT, LCSW, LMHC).

Expected to possess knowledge in the following areas:

- Current theories, principles, and practices for services to clients with mild, moderate and severe behavioral and mental health care symptoms and diagnosis
- Principles and practices of effective supervision, work planning, evaluation, training, and community behavioral health care consultation
- Psychological diagnostic methods and terminology
- Cultural and social factors affecting behavior patterns
- Wellness, recovery and resiliency oriented strategies and supports
- Dual recovery/co-occurring disorder treatment, screening and assessment tools
- Community needs, resources and organizations related to behavioral health care
- Clinical standards of practice and licensure requirements
- Applicable federal, state and local laws, rules and regulations

Conditions of Employment:

- Valid Driver's License with clean driving record.
- Reliable vehicle with personal vehicle liability insurance coverage of \$100,000 per person and \$300,000 per occurrence.
- Proficient in Internet, word processing, spreadsheet, and e-mail applications (prefer Microsoft Office).

Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirement needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.
- Strength: Must have ability to lift, push/pull, and hold/carry 25 lbs.

Prior to Hire Requirements

Must be willing to submit to:

- Physical
- Drug and Mantoux screens
- Local and federal criminal background checks
- Child welfare registry screening

Post Hire Requirements:

- Random driving record checks
- Drug testing and/or criminal history and child welfare registry checks
- Comply with agency Mission, code of ethics, Catholic social teaching, and agency policies and procedures, including confidentiality
- Meet all legal, funding source, regulatory, and accreditation standards and requirements

Disclaimer:

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and duties required.
- Nothing in this job description restricts the agency's right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature

Date

CEO's Signature

Date