

**Sanilac County Community Mental Health Authority
227 E. Sanilac
Sandusky, MI 48471
810-648-0330**

Position: Clinical Supervisor

Position code: #19-06

Position Location: Autism Services

Position Characteristics: Refer to Attached Job Description

Minimum Qualifications: Refer to Attached Job Description

Current Work hours: 37.5/Hrs.

Compensation Range:

\$28.21-\$36.03/Hr.

\$54,470.52-\$69,554.36- if annualized

Position Dates: ASAP

Immediate Supervisor: Nicole Beagle, CCO

Date Position Posted: October 29th, 2018

Position Deadline: November 12th, 2018

Requirements: BCBA Certification Required.

All internal and external job applicants are required to use UltiPro to apply for this position. Please see the Sanilac County CMH website at www.sanilaccmh.org and click on "Employment".

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JOB DESCRIPTION

Job Title: Clinical Supervisor
Department: Various
Location: Outpatient, Children Services, Administrative, ABA Services
Supervisor: CCO
Shift: 8:00 - 5:00 (As defined by weekly schedule request form).
Classification: Management
Prepared Date: 03/18/2010
Reviewed By HR: 12/01/2014, 02/17/2016, 01/09/2017
Revised By: Nicole Beagle
Revised Date: 03/18/2010, 04/10/2012, 2/10/2013, 03/11/2014, 06/18/2015, 10/15/2015, 04/04/2017, 06/06/2017, 10/3/2017, 10/29/2018

SUMMARY

Under the direct supervision of the CCO, serves as focal point in Clinical Department. Services functioning; one to whom correspondence may be directed, of whom requests may be made, and from whom replies may be requested. Provides consultation and direct supervision in case management and therapy, formulation of treatment plans, case staffing meetings and workshops. Maintains relevant and necessary records, reports and filing systems; assists in maintaining good community relations and provides community prevention services. Participates in providing information on services as pertains to departments being managed by supervisor and its programs to all interested individuals and groups. Performs miscellaneous management functions and such other relevant duties as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for reviewing and consulting with staff on professional treatment plans and assessments. Supervisor will E-sign all documents (IPOS, periodic reviews BPS, Clinical Assessments and amendments).
- Provide crisis intervention/services as needed.
- Determine work procedures, prepare work schedules, and expedite workflow.
- Is available to assist with after hours on-call issues.
- Assignment of therapist or CSM for individuals referred to programs.
- Provide training for all staff in clinical procedures, as well as, technical procedures.
- Provide training to new staff in the department.
- Provide case backup for staff under their supervision during their absence or in emergencies.
- Responsible for randomly auditing charts.
- Ensures Documentation compliance for all departmental staff with regard to PIHP, DCH and CARF standards.
- Review program crisis pre-screening on a daily basis.
- Monitor crisis line report daily and provide follow-up when necessary.
- Supervise staff members; keep abreast of current operational policies.
- Maintain a working relationship with other serving agencies.
- Conducts, coordinates, and consults staff meetings monthly, consults workshops.
- Provide staff supervision minimally in a group setting monthly. New staff should receive individual weekly supervision until such time as the Clinical Supervisor deems that level of supervision as unnecessary.
- Assist CCO in developing policies and organizing activities, which shall be implemented in perspective program.
- Responsible for coordinating services with the court as applicable to program.

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- Participates in agency committees as directed.
- Provides quarterly reports to the CCO for program committee or grant requirements as applicable.
- Maintain necessary records and filing systems.
- Participate in reviewing estimated budgets.
- Work with designated staff to assure solidarity and healthy working conditions; adhere to policies regarding grievances, reprimands, etc.
- Study and standardize procedures to improve efficiency of subordinates.
- Provide psycho educational/prevention groups/in-services for community agencies as requested by Clinical Director.
- Public Relations activities as required.
- The supervisors for the following programs are responsible for:
 - On Call- will oversee the agency on-call system.
 - Children's Services- obtain 24 hours on training in children's diagnostics on an ongoing basis.
 - ACT- will attend ACT 101 training and attend ACT morning meetings once a week and doctor meeting once per month.
 - Care Management- will act as coordinator for CARF certification process and compliance. Will also act as the chairperson for the agency BMC.
 - ABA Services: will perform duties as a BCBA on cases as needed and obtain 24 hours of children's hours.
- Perform other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **RESPECT FOR INDIVIDUALS:** consistently treats all people with dignity and respect.
- **JOB PERFORMANCE ACCURACY/EFFICIENCY:** ability to properly organize and carry out job duties completing a normal amount of work in a timely manner
- **JOB KNOWLEDGE/SKILL:** extent of job information and understanding possessed by employee.
- **JOB ATTITUDE:** amount of interest, enthusiasm, and positive intent shown on the job.
- **FOLLOWS POLICIES:** demonstrates understanding of an adherence to policies.
- **COMMUNICATION:** verbal and written communication are constructive, effective, respectful and clear.
- **COST CONSCIOUSNESS:** works within budget/develops and implements cost saving methods.
- **DELEGATION:** sets expectations and monitors delegated activities.
- **JUDGEMENT/DISCRETION:** extent to which decision and actions are based on sound reasoning and weighing of possible outcomes.
- **LEADERSHIP:** exhibits confidence in others, takes action and reacts well under pressure.
- **MANAGES PEOPLE:** provides direction to subordinates and provides regular feedback/responsible for subordinate activities.
- **PLANNING AND ORGANIZATION:** plans and organizes work activities/uses time efficiently.
- **PROBLEM SOLVING:** identifies problems, develops solutions and resolves situations in early stages.

SUPERVISORY RESPONSIBILITIES

Manage subordinate supervisors and staff; responsible for overall direction, coordination, and evaluation. Carry out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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QUALIFICATIONS REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Clinical -Master's degree (M. A.) in Social Work, Behavior Analyst, or Psychology from an accredited college or university and possession of a Michigan license to practice. Three years experience in clinical practice must be proven. Professionally licensed by State of Michigan to provide health care services, (i.e. LMSW, LLP, LPC. LMSW, BCBA).

- For anyone working with children, they must receive 24 hours of Children's training per calendar year and become a CAFAS rater. A Minimum of one year of experience with examination, evaluation and treatment of SED Children and families is required.
- Staffs are required to hold a SUD licensure/development plan before 12/31/2017. Staff may comply with this requirement by applying for a MCBAP Plan, scheduling their test for SUD licensure or becoming fully licensed as an SUD provider. Note that staff must show proof of how they are meeting these requirements on or before 12/31/2017. For any staff hired after 12/31/2017 they must apply for SUD licensure within 60 days of hire.
- Candidates/Employee are required to have been trained in the ADOS-2 or have relevant experience to be eligible to apply for the training within 90 days of hire.
- Candidate/Employee is required to have at least 1-2 years of experience working with and treating children with ASD.
- Candidates/Employees are required to have knowledge of ABA practices and intervention.
- Must have a professional certification by the Behavior Analyst Certification Board.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Intermediate Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Has the ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Has the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Michigan Driver's license.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Word Processing, Excel and Access software. Typing speed of 45 wpm is recommended.

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OTHER SKILLS AND ABILITIES:

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; stoop/kneel use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Sanilac County CMH embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment/services, and cultural competence. An employee in this or any position is expected to support the employment environment. This includes having lived experience with behavioral health issues.