

## **Clinical Supervisor Job Description**

We are looking to hire a strategic Clinical Supervisor to optimize treatments for our clients. The Clinical Supervisor will have regular, structured meetings with staff to discuss treatments and professional issues. The Clinical Supervisor will guide practitioners to assess clients' mental health, develop suitable treatments and make referrals. You will select, train, evaluate, discipline and motivate staff. You will ensure quality of clinical documentation at all times. You will also be responsible for addressing legal and ethical issues that may arise.

If you're interested in becoming a leader in a clinical setting for counselors and psychologists, helping them develop their counseling skills and ensuring that patients are receiving the care they need, then a career as a clinical supervisor may just be for you.

## **Clinical Supervisor Responsibilities:**

- Leading regular meetings with admin team and practitioners.
- Acts as communication pathway between Owner/trustees and Administrative Team
- Counseling, motivating and disciplining practitioners, and referring advanced issues to Admin team and at times owner/trustees.
- Leads Administration team in making staffing decisions including hiring, disciplinary actions, and termination.
- Conducting performance reviews of all clinical staff.
- Ensuring practitioners comply with licensure and registration requirements.
- Ensuring compliance, accuracy and quality of clinical documentation.
- Assisting practitioners by supervising complex cases.
- Developing programs and ensuring compliance with procedures and policies.
- Maintaining and developing clinic policy and procedures with the Administrative Team.
- Responding to day to day questions and needs of clinical and non-clinical staff.

- Actively practicing and carrying a caseload of clients.
- Manage Clinic Marketing Procedures and maintain a positive relationship with Clinic Stakeholders and Community
- Manage Stakeholder and Client complaints about clinic staff and counselors.
- Supervise Resident Therapists.

## **Clinical Supervisor Requirements:**

- Master's or Doctoral degree in Licensed professional counseling, clinical social work or related field.
  - Appropriate licensure.
  - 5+ years supervisory experience in a similar role.
  - Proficient with MS Office Word and Excel.
  - Valid driver's license.
  - Proficient with supervision, service delivery and case management fundamentals.
  - Proficient knowledge of applicable laws.
  - Strong people skills.
  - Outstanding communication skills, both written and verbal.
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- Appleton and Oshkosh area