

Job Announcement

Inland Caregiver Resource Center

Position Title: PEARLS Clinical Supervisor

Salary: \$30-35/hr

Tenure/Time Base: Permanent/Part Time with possibility of Full Time in the future.

Final Filing Date: Until Filled

Interested in helping Inland Caregiver Resource Center (ICRC) implement an evidenced based program to assist older adults, including family caregivers, 60 years and older, reduce symptoms of depression and improve their overall quality of life? Apply to be a PEARLS Clinical Supervisor to be part of the change!!

Program to Encourage Active and Rewarding Lives (PEARLS) is an evidenced-based program designed for people 60 years or older who have minor depression or dysthymia. PEARLS is an in-home intervention that utilizes an empowering, skill-building approach based on three core elements: problem solving treatment (PST), social and physical activation, and pleasant activity scheduling

Duties

Essential Functions: Candidates must be able to perform the following duties with or without reasonable accommodation:

Oversees the supervision of PEARLS staff, which includes work allocation, training and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance; provides clinical supervision to PEARLS Counselors; assists PEARLS Counselors in the managing of crisis and risk of participants; ensures that all outcome measures are being completed and turned into RUHS-BH staff accurately and promptly on a monthly basis.

Ensures that program complies with fidelity measures required by the PEARLS Program model; participates in meetings with RUHS-BH for PEARLS compliance; reviews client cases as part of the agency's Quality Continuous Improvement Program; monitors case note recording, charting and other case documentation; ensures that all outreach and referrals are being provided and processed according to contract specifications.

Position requires driving your own vehicle, valid California Driver's License, and your own car insurance as per state law. Position requires driving whenever necessary to meet program and client needs.

Occupation Specific Competencies

In a hiring interview, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight may be given to the breadth of pertinent experience, most recent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. For additional information, you may refer to the ***Job Description***.

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, accuracy and thoroughness in work, excellent communications skills, verbal and written, capability to deal with serious life crisis of clients/families in an empathetic manner, ability to deal with intensity of caller and client problems on a daily basis, and a state of health consistent with the ability to perform the assigned duties of the class.

Qualifications:

Required

Candidate must possess a Master's degree in social Work or related field.

Candidate must possess a professional license (LCSW, MFT, etc.) and be in good standing with Board of Behavioral Sciences.

At least 5 years' experience in social service working with seniors, disabled adults, healthcare or mental health.

At least 5 years' experience managing personnel and programs.

Candidate must be able to read, write and speak English effectively.

At least 5 years' experience doing case management.

Candidate must have special knowledge of, or current experience with, Older Adults experiencing the onset of Depression, with priority to the following unserved and underserved cultural populations:

- Lesbian, Gay, Bisexual, Transgender, Questioning
- Deaf/Hard of Hearing'
- Hispanic'
- African-American
- Native American
- Asian/Pacific Islander, and

Desired

Thorough understanding of presenting issues and clinical dynamics as they relate to the population served by ICRC. Knowledge of community resources for older adults and family caregivers. Bi-lingual preferred. Experience with evidenced based programs, ideally PEARLS, in supervisory capacity.

Submit Applications/Resumes To:

Inland Caregiver Resource Center
1430 East Cooley Drive, Suite 124
Colton, CA 92324
Attn: Carmen Estrada
carmene@inlandcaregivers.org



Inland Caregiver Resource Center

www.inlandcaregivers.com

Job Description

I. Position Identification

Job Title: PEARLS Clinical Supervisor

Reports to: Executive Director

Salary Range: \$30-\$35/hr

Customary Work Hours: 8:00 a.m. – 5:00 p.m.

Customary Work Days: Monday-Friday

Status: Full-time, Exempt

Approved Date: 10/15/2017

Approved by: Carmen Estrada, Executive Director

II. Purpose of the Position

Oversee the agency's Program to Encourage Active and Rewarding LiveS (PEARLS). This includes, but is not limited to, administrative oversight of the PEARLS contract with Riverside University Health Systems – Behavioral Health (RUHS-BH) and supervision of PEARLS Counselors and volunteers.

III. Essential Functions

A. Reporting Relationships: Reports to Executive Director.

B. Daily Duties:

1. Oversees the supervision of PEARLS personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
2. Oversees ICRC's PEARLS student social work intern program which includes development of goals and learning objectives, evaluation and supervision.
3. Provides clinical supervision to PEARLS Counselors and student interns.
4. Ensures that all outreach and referrals are being provided and processed according to contract specifications.
5. Assists PEARLS Counselors in the managing of crisis and risk of participants.

6. Coordinates case consultation with a Psychiatrist and PEARLS Counselors.
7. Ensures that all outcome measures are being completed and turned into RUHS-BH staff accurately and promptly on a monthly basis.
8. Increases and enhances clinical knowledge of Family Consultants and student interns.
9. Identifies clinical areas to reinforce and enhance.
10. Ensures that program complies with fidelity measures required by the PEARLS program model.
11. Participates in monthly meetings coordinates and facilitated by RUHS-BH for PEARLS compliance.
12. Reviews client cases as part of the agency's Continuous Quality Improvement Program: Monitors case note recording, charting and other case documentation for accuracy and compliance with agency and RUHS-BH standards and; reviews treatment plans to comply with requirements.

C. Periodic Functions:

1. Prepare and present workshops on PEARLS program for outreach.
2. Expresses the concept of ICRC's program to provide outreach and community presentations.
3. Identifies service gaps through needs assessment processes as well as through outreach, networking and other community oriented activities
4. Travels throughout Riverside County providing ICRC services to family caregivers and older adults.
5. Ability to effectively express the concept of ICRC's PEARLS program to provide outreach and community presentations.
6. Assists in maintaining resource information.
7. Participates in the development of new and needed programs.

IV. Minimum Qualifications

A. Technical Training or Knowledge

1. Proficiency typing skills (45 wpm minimum).
2. PC proficiency and knowledge of standard office application software essential.

B. Professional Training or Knowledge

1. Through understanding of presenting issues and clinical dynamics as they relate to the population served by ICRC.
2. Ability to maintain ethical, social, and organizational norms. Relating appropriately with clients, families, and community representative.

3. Extensive knowledge of resources, especially those for family caregivers and older adults.
4. Knowledge of social work services in an agency directing services to family caregivers and older adults.

C. Work Experience

1. At least five years' experience in social service working with seniors, disabled, healthcare or mental health.
2. Five years' experience managing personnel and programs
3. At least five years' experience doing case management.

D. Transportation

1. Position requires driving your own vehicle, valid California Driver's License, and having your own care insurance as per State law.
2. Must be able to access clients at all locations served by ICRC. Position requires driving whenever necessary to meet all clients' needs.
3. Driving time should not exceed 15-25% of workweek.

E. General Education

1. Master's degree Social Work.

F. Licensing

1. Current license as an LCSW (Licensed Clinical Social Worker) in the State of California.

G. Physical Demands

1. Use of hand to fingers, handle, or feel; fine manipulation, gross manipulation, simple grasp; reach with hands and arms.
2. Frequent sitting.
3. Standing and walking.
4. The employee must occasionally lift and/or move up to 30 pounds.
5. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust to focus.
6. Hear communications by telephone and in person.
7. Ability to speak clearly and understandably

H. Required behaviors

1. Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality.
2. Effectively expresses self in dealing with clients and coworkers
3. Is effective in varying environments and with varying tasks and responsibilities.
4. Keeps on schedule. Performs work in fashion that others can pick up where left off. Prioritizes and plans work activities. Uses time efficiently.

5. Clearly expresses ideas in writing, with appropriate grammatical form and organization of ideas. Ability to write reports and business correspondence.
6. Organizational ability to manage time effectively and complete tasks appropriately.
7. Effective customer service skills. Responds quickly to customer's needs.
8. Capable of effectively dealing with serious life crisis of families in an empathetic manner.
9. Ability to handle confidential data discretely and appropriately.
10. Ability to deal with intensity of caller and client problems on a daily basis.
11. Displays willingness to make decisions. Exhibits sound and accurate judgment. Support and explains reasoning for decisions. Includes appropriate people in decisions-making process. Makes timely decisions.
12. Follows policy and procedures. Supports organization's goals and values.
13. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through with commitments.
14. Attendance/Punctuality. Is consistently at work and on time.
15. Follows instructions, responds to management direction.

V. Environmental Conditions

Works in air-conditioned/heated office. Exposure to low noise levels from office equipment and voices. No exposure to notable hazards. When working in the field, employee will be exposed to natural weather conditions.

VI. Actual Duties and Responsibilities May Change

This job description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change or be eliminated. Employees are always expected to follow their supervisor's instructions and to perform the tasks requested by the supervisor.