

Sunrise Center
Position Summary

Position Title: Clinical Supervisor

Supervised By: Program Director

Supervises: Therapy

Time: Full Time

Qualifications:

Applicants must currently hold the Certified Alcohol and Drug Counselor (CADC) or the Certified Advanced Addiction Counselor (CAADC). The candidate must have the Certified Clinical Supervisor (CCS) certification or be eligible for the CCS Development Plan through MCBAP. Five years of counseling experience as an AODA Counselor required. Minimum of a Bachelor's Degree in Psychology, Clinical Social Work, Counseling or other human services. Must be able to demonstrate sensitivity to the needs of low income clients. The position requires a high level of confidentiality and compliance with professional ethical standards. Supervisory experience and leadership ability are required. Ability to work well with colleagues and management, effective communication and organizational skills are necessary to be successful in this position. Experience providing supervision of interns preferred. Additional desired work experience may include: meeting compliance standards for federal, state and local government contract requirements; knowledge of documentation; experience in program planning; program development and implementation and program evaluation.

Job Responsibilities/Essential Functions:

This position has managerial responsibility, including conducting of, or participation in performance appraisals and the authority to recommend action for supervisory employees.

- Assure quality of clinical services provided by supervisees meets established standards, guidelines and regulations, where applicable. This includes chart audits, observations of sessions, review of documentation and other supervisory activities to assure quality of care standards.
- Commits to the provision of culturally competent services.
- Provides consultation and guidance to staff in addressing client management, crisis intervention and emergencies to ensure adherence to professional standards and policies.
- Provides ongoing monitoring of client needs and oversees strategies to see that the client's needs are met. This can include both therapy and case management activity.
- Provides advocacy and mediation for and between treatment staff and managed care entities.
- Participates in the development of training programs, workshops, program development or other activities as appropriate. May be asked to participate on state and local initiatives.
- Models good clinical skills, professionalism and demeanor.
- Maintains integrity of services that is consistent with mission statement.
- Provide clinical supervision for eligible interns per university and policy standards.
- Facilitates monthly, scheduled supervision for clinical team and unscheduled supervision as needed.
- Provide clinical supervision, training and direction for supervisees.
- Completes annual performance evaluation for supervisees.
- Assures that supervisees operate within the scope of their expertise and practice.

- Communicates deficiencies, concerns and achievements of supervisees to management.
- Reviews and organizes client treatment records on a regular basis ensuring that charts are current and complete according to the CARF quality of care standards and State licensing requirements. Handles requests for documentation/information and ensures that releasing of information is held to mandatory confidentiality standards.
- Responsible for compliance of program with mandatory reporting laws and mandatory incident reporting items as required.
- Along with other management staff, ensures consumer satisfaction, participates in the grievance and resolution process.
- Participates in program development and continuous quality improvement activities as requested by the Executive Director. May be asked to submit specific reports to licensing agencies. Will contribute to the development of client-sensitive policies and procedures supporting the delivery of programs and services.
- Communicates and advises the Executive Director and Office Manager on Human Resources and personnel issues involving clinical staff and/or practicum students.
- Communicates and advises Executive Director on agency activities when appropriate.
- Promotes the agency within the community to referring agencies, community partners and governmental departments as appropriate.
- Provides advocacy work with physicians and medical centers, courts, mental health systems, and other social service agencies as needed – maintaining standards of confidentiality.
- Demonstrates competence in culture issues that impact the lives of clients, including consideration of age, gender, sexual orientation, spiritual beliefs, and socioeconomic status.
- Provides back up coverage for the Executive Director as necessary.
- Performs other related tasks as assigned by the Executive Director.

Special Equipment, Skills or Other Requirements:

- Proficiency with Microsoft Office Software, Internet and networking interface.
- Office machines or equipment operated regularly: computer, scanner, printer, fax, copier, phone.
- Possesses an ability to work comfortably as a team player and thrive in a fast paced environment.
- Participate in mandatory in-service trainings.

Specific Physical Demands:

- Some risk to communicable diseases; work is sedentary and light.