

NEW LIFE COMMUNITY SERVICES (NLCS), SANTA CRUZ, CA

JOB DESCRIPTION

Title: Clinical Supervisor	Date Written: 6/2017
Supervisor: Administrative Director	Last Reviewed/Revised Date: 10/2017
FLSA Designation: Exempt	Approved by: Anna Phillips, Executive Director

JOB SUMMARY: Under the auspices of the Administrative Director, the Clinical Supervisor will supervise and provide consultation with clinical staff to develop philosophy, policy and procedure for program development related to delivery of client services. Exhibit knowledge of laws and requirements in regards to client privacy and state licensure. Develop budget recommendations and provide budget management as it pertains to client support needs and staff training.

ESSENTIAL DUTIES

- Oversee, ensure sound clinical decisions day-to-day through supervision of and consultation with senior clinical staff
- Set client record keeping procedures with support from the Intake Officer and Counselors.
- Report to the Administrative Director weekly regarding client and staff issues and program utilization
- Provide monthly utilization reviews to Administrative Director
- Ensure program compliance with federal and state regulations, along with the Administrative Director and Program Manager
- Oversee the clinical functions and services of onsite management and trainees/interns
- Oversee Intake Coordinate via weekly meetings to prepare clinically for those entering treatment and to ensure program capacity is being met.
- Provide crisis support to staff, as needed via phone or in person
- Provide crisis intervention and on-going counseling services to clients.
- Under the general oversight of the Administrative Director, to autonomously pursue development and implementation of goals, policy and procedure affecting clinical operations
- Liaison with and represent NLCS in referring/contracting agencies via email, telephone, in-person, and at appropriate meetings.
- Assign tasks to Intake Coordinator, and On-Site Managers/Counseling Staff, as appropriate
- Oversee, recruitment, function and training of interns and counselors

SECONDARY DUTIES

Perform other tasks as assigned by supervisor, as needed in emergencies, or supporting other staff with supervisor approval.

JOB SPECIFICATIONS

EDUCATION REQUIRED:

- Master's level or higher
- Completion of a certified drug and alcohol training program preferable

EXPERIENCE REQUIRED:

707 Fair Avenue, Santa Cruz, CA 95060 www.NewLifeSC.org 831.427.1007

New Life Community Services responds compassionately to human suffering and need by providing treatment for addiction and support for families, together with counseling, education, and training.

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- Five-years experience in substance abuse counseling or closely related field;
- Two-year supervising counselors or case management team members, preferably in a residential program.

KNOWLEDGE REQUIRED:

Thorough knowledge and understanding of substance abuse screening and treatment. Knowledge of addiction, abuse, trauma, mental health, special needs, and the signs thereof. Knowledge of pertinent laws, regulations, and best clinical practices with a focus on high quality. Proficiency in personal computer use with Microsoft Office products including Word and Excel.

LICENSE/CERTIFICATION REQUIRED:

- MFT, LCSW, or Psychologist

SKILLS/APTITUDES/TEMPERMENTS:

- Ability to present information or ideas clearly in English, both orally and in writing. This includes ability to proofread and use correct spelling, grammar and punctuation, and ability to write correspondence and memos.
- Ability to understand and follow instructions, reason and make judgments as they relate to the job or situation.
- Ability to interface effectively with all levels of employees, the public and with clients; to diffuse hostility when needed.
- Ability to problem solve and resolve conflicts especially in high pressure situation.
- Ability to adapt to situations and understand other's feelings and personal viewpoints.
- Ability to work with and relate to other professionals.
- Ability to work and function as a team member.

EMOTIONAL EFFORT:

JOB SETTING

The job is performed in an enclosed climatically controlled office. Work is completed independently and in cooperation with the Program Manager, Administrative Director, and Executive Director.

AGENCY Mission and Vision Statements

Employees of NLCS need to be open and willing to engage with and model the mission and vision statement of agency, which is as follows:

Mission Statement: New Life exists to provide state of the art addiction treatment and human support services by providing professional, compassionate counseling from a supportive Christian perspective to those who are disenfranchised individuals and families of society by treating the whole person and developing ongoing participation in community.

Vision Statement: Be a leader and resource for the community and international church in regards to addiction treatment and spiritual growth.

PHYSICAL DEMANDS

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The job is primarily sedentary with walking and standing as is necessary to carry out the job duties. Normal lifting and/or carrying is limited to approximately 15 lbs., with occasional lifting up to 25 lbs. Heavier items are moved by using proper material handling equipment, assistance from another person or by work order request.

Normal or corrected talking, hearing and seeing abilities are sufficient to perform the required tasks.

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either orally or in writing.

My signature acknowledges that I have read and understood the job description.

Signature

Date

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