

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

JOB DESCRIPTION

Title: Clinical Supervisor	Date Written: 6/2017
Supervisor: Administrative Director	Last Reviewed/Revised Date: 2/2018
FLSA Designation: Non-Exempt, 25-30 per week	Approved by: Anna Phillips, Executive Director

JOB SUMMARY: Under the general auspices the Administrative and Executive Director, the Clinical Supervisor will supervise, manage, and provide consultation with all NCLS: GEMMA program staff to develop philosophy, policy and procedure for program development related to delivery of client services and data collection. This position must also exhibit knowledge of laws and requirements as it pertains to client privacy and other pertinent state and federal laws 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 program staff
- Set client record keeping procedures and data collection measures to demonstrate client's success in program.
- Report to the Administrative Director/Executive Director weekly regarding client and staff issues and program utilization
- Provide monthly utilization reviews to Executive Director
- Ensure program compliance with federal, state, and contract regulations, along with the Administrative Director and Executive Director.
- Oversee the clinical functions and services and conduct training as needed to all NLCS:GEMMA staff.
- Participate in weekly intake coordination 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, autonomously pursue development and implementation of goals, policy and procedure affecting clinical operations
- Liaison with and represent NLCS:GEMMA in referring/contracting agencies via email, telephone, in-person, and at appropriate meetings.
- Assign tasks to Admission and Outreach Counselor, Case Manager, and Overnight staff.
- Oversee, recruitment, function and training of interns and counselors, as is appropriate for program function
- Perform other tasks as assigned by supervisor, as needed in emergencies, or supporting other staff with supervisor approval.

EDUCATION REQUIRED:

- Master's level or higher, preferred

- Completion of a certified drug and alcohol training program, preferable

EXPERIENCE REQUIRED:

- 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.
- One-year working with the correctional system and parole/probation.

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

KNOWLEDGE REQUIRED:

Basic knowledge concerning substance abuse screening and referral. 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.

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 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.
- Bilingual (Spanish/English) preferred

PHYSICAL DEMANDS

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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