



Douglas Jenkins, Esq.
Board Chair

Nilda I. Ruiz
President & CEO

JOB DESCRIPTION

JOB TITLE: Clinical Supervisor

DEPARTMENT: Health Services

SUPERVISOR: VP Health

GENERAL OBJECTIVE:

The Behavioral Health Clinical Supervisor's primary responsibilities will be the following: Provide program management and oversight for the designated Behavioral Health Services Program under the direction of the VP Health. Provide individual and group clinical supervision in accordance with and/or CBH standards and guidelines to licensed and unlicensed Behavioral Health Staff in various environments and modalities. The emphasis of the Behavioral Health services is multi-faceted and includes meeting of clinical benchmarks for quality care and productivity, ensuring proper care is being provided in accordance with program contracts, providing ongoing clinical and administrative staff development and program planning. Duties may include establishing of clinical practice policy, case conferencing, creating and reviewing clinical documentation as needed and monthly chart auditing. Collaboration with other departments is a vital component for the Behavioral Health Clinical Supervisor. *The position requires direct service to APM clients.

DUTIES AND RESPONSIBILITIES:

1. Oversight of day to day operations in the delivery of behavioral/mental health and children mental health service.
2. Maintain a 50/50 ratio of direct client services and clinical supervision.
3. Provide behavioral/mental health consultation, including the development of Mental Health and Health Education materials to the program staff.
4. Administer such behavioral/mental health assessments as necessary to diagnose and/or provide objective function measures as necessary and as mandated by the Behavioral –Primary Health Care Services Program.
5. Coach MHPs as necessary in treatment protocols, diagnostic and comprehensive biopsychosocial assessment of mental illness and co-occurring disorders, interpretation, and formulation of service delivery.
6. Provide guidance and direction to BH staff on clinical intervention strategies, treatment planning, group therapy dynamics and behavioral health screenings as necessary for excellent service delivery standards at APM.
7. Oversee the day to day function of administrative staff/receptionists. Provide supervision and instruction as necessary in agency protocols, assessment methods, and customer service and client de-escalation strategies.
8. Work in collaboration with Billing, inter agency departments and the Medical Director and under the

direction of the VP Health to develop and implement behavioral/mental health quality improvement processes as required for providing behavioral health services, and in compliance with all Federal, State, County, and Funder requirements.

9. Assess professional capabilities of clinicians, both licensed and unlicensed, to provide behavioral/mental health and assessment services to Adult, Older Adult, youth and children as directed and provide performance evaluations in compliance with APM. standards.
10. Working in collaboration with primary care health providers, case management providers, employees or contractors, and outside consultants as needed to ensure a high quality continuum of care that comprehensively meets the needs of the client.
11. Conduct case conferences with Behavioral Health-Primary Care Mental Health Professionals and other clinical staff monthly. Review and sign off on all case records required and in compliance with all Federal, State, County, or funders, for pre-licensed registered MHP staff.
12. Maintain records sufficient to meet County, State, and Federal clinical documentation requirements as well as ensuring that the program is audit ready. Engage in quality assurance processes and meet benchmark set by pay for performance and contract deliverables.
13. Attend trainings and workshops as required for professional development or mandated by contract.
14. Coordinate and Supervise behavioral/mental health services, to include office hours, client to doctor and MHP ratios, APM course of treatment requirements, medication diversion policy and all policy/procedure guidelines. Incorporate CBH transformation guidelines philosophy and sanctuary model into clinic operations.
15. Participate as a member in the facilitation of multi-disciplinary team meeting, including primary care providers, psychiatrists, Community Health Outreach Workers, administrative staff, Quality Assurance, and other key staff in monthly programmatic working meetings.
16. Complete various chart audits for documentation compliance providing guidance to MHP staff based on results, recommend trainings, provide in – service trainings.
17. Provide clinical supervision to all MHPs, interns, volunteers and administrative staff monthly, as required.

REQUIREMENTS

1. A licensed mental health clinician, including psychiatrists, psychologists, licensed professional counselors (LPC), and licensed clinical social workers (LCSW).
2. If not licensed, must meet the requirements listed below:
 - a. Master's degree from an accredited university in a clinical mental health discipline, such as: psychology, counseling, clinical social work, psychiatric nursing, and marriage and family therapy.
3. At least two (2) years verified post-master's experience providing mental health treatment including psychotherapy, counseling, and assessment including in the treatment of children.
4. Bilingual in English and Spanish is a plus but not required

The duties and responsibilities contained in this job description have been explained to me in detail. I understand them and the responsibilities inherent in this position and will abide by them. I further understand that all documents and information that I come across should not be discussed with co-workers and/ or the general public and that I must treat all such information in a strictly confidential manner.

Employee's Signature/Date

Supervisor's Signature/Date