

Five Sandoval Indian Pueblos, Inc.

Position Classification and Description



POSITION TITLE: Clinical Supervisor
CLASSIFICATION: Exempt
DEPARTMENT: Behavioral Health Services
SUPERVISOR: Executive Director
GRADE: E6

Position Summary:

Under general supervision of the Executive Director, provides supervision and oversight to behavioral health clinicians as well as consultation to ensure that best practices are followed in regard to review and referral for mental status assessments, medication, crisis intervention, and time-limited counseling for adults, children and their families.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Oversees and supervises staff and clinical functions including hiring/termination recommendations, staff training and counseling, work planning and scheduling.
- Guides and educates subordinate staff in the following areas: 1) Assessment, treatment/intervention, identification and resolution of ethical issues, and evaluation of client interventions; 2) Interaction with other professionals in the service environment; 3) Life-long continual learning; 4) Recordkeeping, report writing, caseload management, and timeliness.
- Works with Director and the administrative team in the preparation and presentation of regulations, policies, and procedures that govern services offered.
- Ensures compliance with applicable Tribal, Federal, State and licensing requirements as per services delivery priorities, in addition to individual staff licensing and certification requirements.
- Develops, maintains, and audits the peer case read process to ensure quality improvement and assurances for record keeping are within program compliance standards.
- Performs direct client contact through clinical, resource development and referral.
- Provides direct client care. Interviews and evaluates clients' problems, developing treatment plans and administering behavioral health programs.
- Keeps accurate and detailed record-keeping of treatment records for each client.
- Directs clients to other areas of assistance, collaborating with referral resource agencies. Works with other internal departments, in addition to state and community resources.
- Consults with doctors, therapists and medical professionals, instructing other health care professionals as to the nature of your clients' social or psychological challenges.
- Complies with mandated reporting process for Children and Elder abuse or neglect.
- Travels as required to provide services to clients.
- Completes reports for case management statistical data on monthly basis.
- Conducts or arranges for in-service training for clinical staff.
- Performs other job-related duties as assigned.

Minimum Qualifications:

Master's Degree in Social Work with Clinical Licensing and Substance Abuse Certification; and five (5) or more years in behavioral health with knowledge of practices, assessments, service plans, court collaboration, documentation and reporting experience. Ability to oversee the licenses of clinical personnel. One year supervisory experience. Must have a valid driver's license and be insurable through the organizations insurance carrier. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation including motor vehicle record check.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of effective principles and practices of management and supervision.
- Knowledge of the theory, principles and practices of clinical, developmental and counseling psychology.
- Knowledge of child development and developmentally appropriate activities.
- Knowledge of the theory, principles, practices and treatment of alcohol and drug abuse.
- Knowledge of patient outreach services and activities, funding agencies, and community health care and vocational services.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to plan, implement, and evaluate individual patient care programs.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit, use hands and fingers to feel, handle; reach with hands and arms; talk and hear. Employee is frequently required to walk, stand, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 25 pounds. Employee must be able to work in an office setting with a moderate noise level.

BHS Program Director _____ Date

Human Resources Director _____ Date

Executive Director _____ Date