JOB ANNOUNCEMENT

Title: Clinical Supervisor
Area: Therapeutic Support
Status: Full-Time
Reports to: President & CEO, Executive Team
Submit resume: adavis@ceapittsburgh.org

Job Summary

The primary purpose of this position is to ensure that quality clinical services are being provided to children and their families receiving therapeutic support services through education, supervision and the implementation of effective clinical practices. The Clinical Supervisor is also responsible for adhering to the goal of the program which is to empower and enhance community and social functioning of members of the African American community who are underserved and hesitant to engage in traditional mental health treatment services by providing (1) culturally specific, accessible community based and in-home evaluation and treatment, and (2) assistance to clients, building/strengthening community supports through referral and linkages to family, significant others, community resources, faith-based organizations, etc.

Essential Functions/Duties

- Will act as CEA liaison to State and Manage Care Organization to insure that all information requested is submitted in a timely fashion
- Will be responsible for updating information in the Therapeutic Support manuals and policies
- Will be responsible for attending all meetings related to the Therapeutic Support Program
- Will be responsible for assessing prospective participants for Intensive Behavioral Health Services (IBHS) and creating the written order
- Train and monitor therapeutic support clinicians practice in the following areas: supervision, psychosocial assessments; treatment planning; therapeutic interventions; risk assessment; clinical documentation; clinical service coordination and discharge planning
- Train staff to accurately identify high risk clients
- Demonstrate knowledge and application of mental health diagnoses to a varied population including children, adolescents and adults
- Demonstrates knowledge and competency in various theoretical and/or therapeutic approaches
- Will ensure that sound clinical practices are utilized in the treatment of children and their families
- Will assess the strengths and weaknesses of direct service staff to improve service delivery and enhance therapeutic skills
- Will demonstrate knowledge in evidence based therapeutic approaches
- Will utilize a model of cultural competency in therapeutic practice and clinical supervision
- Will model sound ethical and legal practice in the supervisory relationship
- Will ensure that clinical documentation requirements are met and appropriately follows up with staff to correct deficiencies.
- Will maintain a small client caseload to further enhance clinical skills
Will work with the Quality Assurance Manager to ensure that staff meet or exceed productivity requirements
Will work closely with the Quality Assurance Manager and other supervisory staff to ensure that audits are conducted on a regular basis.
Will assist with clinical audits/chart reviews on a regular basis to ensure compliance with state and managed care practices/guidelines
Will review results of assessments, treatment plans and other issues pertinent to case management and the service delivery process when appropriate
To develop collaborative relationships with referral sources including regulatory bodies, and managed care organizations to promote the agency’s behavioral health programs.
Communicates effectively in both written and oral forms.
Works with the Executive Team to set clinical standards and role modeling professional conduct within the behavioral health programs
Assists the President & CEA and Executive Team to establish educational and training opportunities within the program to enhance clinical/therapeutic practices.

**Job Expectations**

- Knowledge of the needs of youth with serious emotional disturbances and their families
- Ability to work effectively with groups of children, adolescents, and families
- Ability to operate in a multidisciplinary team atmosphere
- Knowledge of current treatment techniques of various targeted populations
- Knowledge of and experience with brief models of individual, family, and group psychotherapy techniques
- Demonstrated sensitivity to cultural and systemic issues facing CEA’s target population
- Willingness to schedule evening hours per week to comply with treatment plan attendance for clients/self
- Willingness to travel on behalf of agency business and use personal vehicle as necessary
- Willingness to travel and work in client’s home, community and school setting

**Requirements**

- Clinical License in Social Work or a related discipline with a minimum of 5-7 years’ direct practice experience, preferably working with underserved youth and their families and 5 years of supervisory/management experience.
- Act 33-34, FBI Clearances or be able to obtain them within 30 days of employment
- Valid Driver’s License and Insurance with a clean driving record
- Proficient in MS Word, Excel and Outlook
- Participate in various CEA Nation Events (Ancestors Day, Kwanzaa, Founder’s Day & Black Family Reunion) outings, events, and activities that occur in the evening and/or weekend.

The above statements are intended to describe general nature of work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.