

Clinical Supervisor; Health and Human Services
Pay Grade 77
Pay Grade for Psychologists 81

DEFINITION:

This single class position, provides overall clinical supervision for employees of the Health and Human Services (HHS) Department of Mono County who are licensed as mental health clinicians, or who are interns, working towards clinical licensure. In addition to taking responsibility for the clinical integrity of work performed by HHS employees, this individual will also provide assessment, intervention and treatment to the most difficult clinical cases in need of mental health, substance abuse, or child abuse counseling services. The Clinical Supervisor will also oversee the after hours crisis triage function of the HHS Agency. S/he will perform administrative work as needed in support of the clinical functions noted above.

DISTINGUISHING CHARACTERISTICS:

This is the most advanced clinical position within the HHS Agency. Incumbents will be called upon to exercise expert clinical judgment, direct treatment planning, and coordinate a multidisciplinary staff. Incumbents in this position will also perform administrative work to develop and implement integrated human services programs serving children, adolescents, adults and older adults within Mono County. Incumbents in this class must possess a Marriage/Family Therapist license, Clinical Social Worker license, or Psychologist license. Incumbents must have been licensed for a minimum of three years; and must have at least five years of clinical experience in a public mental health or social services agency.

REPORTS TO:

Mental Health Director

EXAMPLES OF DUTIES:

Duties may include, but are not limited, to the following:
Provides professional assessment, intervention and treatment to families and individuals in need of mental health, substance abuse, or child abuse counseling services. This is accomplished either directly, or via supervision of HHS Agency staff engaged in direct service provision. Making sound psychological evaluations of all cases handled by the HHS Agency, providing clear direction for development and implementation of treatment planning, case management and service provision. Good working knowledge of the highest ethical standards with the ability to anticipate the potential impact of therapist actions on clients and families. Capable of establishing sound working relationships with staff, clients, and other local agencies to include schools, law enforcement, the private provider community, and local medical service providers. Capable of conducting individual, group and family therapy; capable of supervising others who provide such

services. Prepares case reports, maintains medical records that meet all State and Federal requirements. Participates in staff case conference meetings. Performs crisis interventions on a 24-hour basis. Develops/presents training workshops on department programs to community groups and other agencies. Assists the Mental Health Director in development of mental health and other service programs to meet the needs of the community.

TYPICAL PHYSICAL REQUIREMENTS:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and the FAX machine.

TYPICAL WORKING CONDITIONS:

Work is generally performed in an office environment; frequent contact with staff and the public. Incumbent is subject to call-out after hours.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Principles, procedures, techniques, trends, and literature of psychology, psychiatric social work, and marriage, family, child counseling
- Social, behavioral and developmental aspects of mental and emotional disorders
- Scope and activities of public and private health and welfare agencies
- Therapy techniques and trends
- Supervision of clinical staff engaged in mental health work
- Child development, mental disorders of children and the special needs of severely emotionally disturbed children
- Impact of culture and socioeconomic status on treatment issues
- Impact of physical, emotional and/or sexual abuse on treatment issues
- Principles of program development
- Principles of management and supervision of human services staff employed in a public agency
- Blending of disciplines to serve special populations (i.e. children's system of care)
- Relevant codes on involuntary commitment and treatment of individuals with mental disorders
- Relevant codes on protective custody for dependent children and adults

Ability and willingness to:

- Apply psychological principles in direct services work and in supervision of direct services staff

- Apply psychotherapeutic techniques and other therapeutic interventions to specific situations; provide supervision to other staff in appropriate use of these techniques
- Establish and maintain the confidence and cooperation of all persons contacted in the course of work
- Secure, interpret and record accurate data; prepare clear and concise records
- Interpret psychological and psychiatric reports; know boundaries imposed by incumbent's licensure and seek appropriate supervision if not qualified to make these interpretations directly
- Communicate effectively orally and in writing
- Maintain an objective and empathetic understanding of the mentally and emotionally disabled
- Think clearly and act calmly in a variety of situations
- Provide clear leadership for clinical staff
- Assist clinical staff to work together as a team
- Maintain confidentiality; model appropriate interpretation of laws and regulations surrounding the practice of psychology for subordinates
- Establish and maintain cooperative working relationships within and outside of the HHS Agency
- Use computers

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying.

Special Requirements:

- Possession of a valid California driver's license
- Education approved by California Board of Behavioral Science Examiners for issuance of either the MFT license or the LCSW license; OR education approved by California Board of Psychology for issuance of the psychologist license. Incumbent must have been licensed for at least three years in California.
- A minimum of two years of administrative or managerial responsibility within a public mental health or social services agency.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed at all times. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.