



Position Description

TITLE:	Lead Clinical Supervisor (B/L)	REPORTS TO:	Assistant Program Director
CLASSIFICATION:	Exempt	DIVISION:	Various
GRADE:	22	JOB CODE:	1B322
DATE:	8.1.15	LOCATION:	Various

Summary

Under the direction of the Program Director, this position will manage the clinical integrity of the program and provide clinical supervision of unlicensed/licensed therapists and case management staff.

Primary Duties

- Designated as the clinical lead, oversees clinical efficiency and fidelity to the model(s) of an evidenced based practice(s) (EBP); provides case assignment and tracks client progress in the EBP.
 - Provides clinical supervision weekly for up to 8 employees.
 - Guides staff and interns in the development of their work plans, their assigned duties, responsibilities, and scope of authority; consults with staff on problems relative to clients.
 - Ensures client documentation is accurate and submitted within the established timeframe.
 - Develop and implement clinical trainings and support of EBP practice for their site.
 - Partners with Outcomes Assistants to ensure that client outcomes are completed as required.
 - Monitors and measures client progress against treatment plans and stated goals as it applies to mental health documentation.
 - Works closely with QA department to support documentation compliance and takes the lead in all clinical documentation internal audits.
 - Monitors the flow of cases on supervisees' caseloads to ensure that a balanced approach to intakes and discharges occur.
 - Forms a highly effective clinical team to accomplish the program's short and long term goals.
 - Develops higher levels of expertise in staff members by encouraging further education, participation in seminars and providing learning opportunities within the program.
 - Attends, participates, leads and/or facilitates routinely scheduled meetings as requested or required for the program, division, or Agency.
 - May participate as lead clinician in 5150 client holds.
 - Interfaces with related community agencies, attends Department of Mental Health meetings as scheduled and/or needed.
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Secondary Duties

Performs related duties as requested.

HIPAA Privacy Standards Compliance

(All items listed below are a condition of continued employment):

The employee in this position will:

- Not use or disclose protected health information about any member or other party in compliance with Didi Hirsch's policies related to state or federal laws such as HIPAA.
 - Use appropriate safeguards to protect the confidentiality of such information.
 - Report to Didi Hirsch management any use or disclosure of protected health information not permitted by Didi Hirsch policies related to state or federal laws such as HIPAA.
 - Participate in Didi Hirsch's training or briefings on HIPAA information as scheduled.
 - Consult with supervisor on any issues or questions about compliance under Didi Hirsch's policies related to state or federal laws such as HIPAA.
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Supervisory Responsibility

The employee in this position has clinical supervisory responsibility of up to eight individuals (care coordinators, unlicensed or licensed therapists).

Environment/Working Conditions

The employee in this position:

- Strives to be flexible and adapts to change.
 - Responds resourcefully to new demands and challenges.
 - Seeks opportunities to facilitate change and encourages others to do the same.
 - Works effectively with and without distraction.
 - Maintains a constructive and positive outlook.
 - Travels to site locations and outside agencies as needed or requested.
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Physical Activity

In the course of performing this work, the employee in this position:

- Will spend time sitting, standing, walking, reaching, speaking, and listening
- Must regularly lift and/or move up to 10 pounds, and may occasionally lift and/or move up to 25 pounds
- Is expected to travel periodically via personal vehicle or public transportation to attend outside professional meetings.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Equipment Operation

The employee in this position may operate any/all of the following equipment:

- Telephone, cellular telephone/fax
- Computer, printer and related equipment
- Copy machine
- Personal automobile or public transportation

Computer software may include any or all of the following:

- Microsoft Office including Word, Excel, Outlook, Powerpoint
 - Electronic Health Record
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Position Requirements

These specifications are general guidelines based upon the minimum, ordinarily considered essential, to satisfactory performance in this position. Individual skills and abilities may result in some deviation from these guidelines.

To perform effectively in this position, the employee in this position is required to have:

- Employee must be bilingual in approved language required for programs/sites.
- Licensure as a LCSW, MFT, Psy.D, Ph.D.; must be licensed a minimum of 2 years.
- Minimum of 4+ years of experience working with individuals with a history of mental illness in a social service/mental health environment. Depending on program/division, demonstrated knowledge of Evidence Based Practices and/or the Recovery Model of treatment.
- Minimum of 2 years providing clinical supervision and monitoring performance within a mental health setting.
- Completed supervision course that meets BBS or BOP standards.
- LPS designated by the county.
- Working knowledge of mental health services coordination and management.
- Working knowledge of Agency policies and procedures, HIPAA, DMH, DHS, Department of Social Services, and other state, federal regulations relating to mental health services.
- Current knowledge to coordinate treatment planning and case management for assigned clients.
- The skill to present ideas, information, and viewpoints clearly, both verbally and in writing.
- Personal computer skills including word processing, electronic health record, spreadsheets, and other related software.
- Ability to use analysis, experience, and judgment to make effective decisions.
- Commitment to team objectives and Didi Hirsch philosophies.
- Ability to adapt to changing needs by acquiring new skills and knowledge.
- Current California driver's license and a driving record acceptable to the Agency's insurance carrier.

The employee in this position must be able to perform this job safely, without endangering the health or safety of him/herself or others.

Acknowledgement

I have been given a copy of this position description. The above position description is intended to describe general expectations and I understand that I may be asked to perform duties and responsibilities not listed. This position description may change at any time to meet Agency needs.

Print Name: _____

Signature: _____ Date: _____

cc: Employee
Employees file
Supervisor