



## **CLINICAL SUPERVISOR**

Bargaining Unit: Management Employees Group

### **DEFINITION**

Under general supervision, the Clinical Supervisor plans, organizes, participates in and oversees the clinical work and clinical staff of Youth and Family Services, including coordinating crisis and counseling intervention services, providing technical expertise, guidance and supervision for clinical staff, administering the clinical intern program, and performing related duties as required.

### **CLASS CHARACTERISTICS**

This is a professional level supervisory class. Incumbents are responsible for planning, assigning, and evaluating the work of assigned clinical staff and interns. Incumbents also provide the most challenging clinical services. An incumbent in this position exercises considerable independent judgement in providing clinical services and developing procedures and standards for clinical activities.

### **EXAMPLES OF DUTIES (*illustrative only*)**

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of clinical staff; recommends selection of clinical staff; trains clinical staff and provides for their professional development; administers discipline as required.
- Provides clinical expertise and consultation to clinical staff, interns, and police officers.
- Administers the clinical intern program; actively participates in intern recruitment, placement, training, and completion of all documentation required by educational institutions.
- Provides group and individual counseling to youth and provides family therapy when appropriate, including the most challenging cases; provides crisis assessment and intervention; develops treatment plans and implements interventions; coordinates and follows up on referrals to relevant agencies and service providers; and provides follow-up support to students and families.
- Coordinates and responds to crisis Union City Police Department call-outs, Crisis Receiving Home (Malabar) cases and other community emergency situations as needed.
- Conducts assessments of youth, individuals and families to identify appropriate resources and provide referral services.
- Works in close collaboration with the Program Manager to develop and implement consistent standards and practices in clinical operations; develops and/or revises policies and procedures in response to changing client and organizational needs; participates in the development of Youth and Family Services goals and objectives.

- Ensures that staff remains current in the professional, legal and ethical standards of the profession; provides training and workshops as necessary for clinical staff and interns.
- Conducts and participates in meetings, trainings, and workshops with community partners, schools, and guardians to ensure high-quality delivery and coordination of services.
- Develops and maintains relationships with all stakeholders, including other social welfare agencies and organizations; conducts presentations and workshops for guardians on various educational topics.
- Works with the Program Manager to develop, track, and compile clinical program data and statistics; prepares various local, state and federal reports as necessary.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Theory and principle of human development, particularly child development.
- The social aspects of mental and emotional adjustment, including normal and abnormal behavior.
- Principles and techniques of crisis intervention and family therapy, which includes interviewing techniques and treatment modalities.
- Principles, methods and trends of social casework.
- Trauma informed, culturally relevant and positive youth development concepts and strategies.
- HIPAA, FERPA, confidentiality requirements, mandated reporting and other legal and ethical considerations in the field of Human Services.

### **Ability To:**

- Assess undefined, potentially complex and/or crisis situations and determine use of appropriate diagnostic tools to assess psychosocial needs of clients.
- Perform counseling and case management services.
- Work independently to make sound decisions and remain focused under stressful conditions.
- Identify appropriate community resources.
- Effectively collaborate across multiple systems including law enforcement, schools, social service agencies, government programs, etc.
- Establish effective and productive relationships with clients.
- Communicate effectively both orally and in written form.
- Produce statistical reports and maintains records as necessary.
- Conduct presentations to diverse key stakeholders.
- Work varied hours and responds to call-outs.

**Licenses and Certificates:**

Possession of a current State Board of Behavioral Science License as a Marriage Family Therapist, Clinical Social Worker, or Clinical Psychologist.

**Education and Experience:**

Master's degree in Counseling, Clinical Psychology or Clinical Social Work, and five (5) years of clinical experience providing counseling and psychotherapy to families, youth individuals and/or groups, including one (1) year of supervisory experience.

**WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature.

*Travel: Positions in this class will require frequent local travel and statewide travel as necessary.*