



Job Description

Job Title: Behavioral Health Clinical Supervisor
Department: Behavioral Health Program
Reports to: Executive Director
FLSA Status: Exempt/Full-Time
Revision Date: 10/8/2020

GENERAL POSITION SUMMARY

The Behavioral Health Clinical Supervisor provides clinical direction and oversight for all Behavioral Health Program operations and services. They also provide therapeutic intervention services to children, families, couples, and groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees all behavioral health clinical services;
- Provide direction, consultation, and training for all Behavioral Health Program staff;
- Collaborate with the Executive Director and Management Team to establish performance goals, evaluate overall program performance, and continuously improve services related to RCPC's mission and goals;
- Reviews appropriateness of documentation for program staff;
- To act as a liaison with other agencies by building relationships, attending community meetings, Stevie's Place Multi-Disciplinary Team meetings, and other assemblies as needed;
- To provide a variety of treatment services including individual, group, and family therapy;
- Provide outreach and education to the community about mental health, child maltreatment, and other topics as requested;
- To provide clinical services such as intake/diagnostic evaluations and crisis intervention;
- To provide developmentally appropriate and evidenced based therapeutic interventions for children and families;
- To participate in regularly scheduled clinical supervision and the monthly Alaska Children's Alliance Behavioral Health consultation group;
- To maintain clinical records in accordance with insurance regulations and established agency policies and procedures;
- To comply with clinical productivity standards as established by the Executive Director;
- Collects time keeping data and maintains accurate records of billable hours timely and efficiently;
- Act as a purchasing agent for the program, to monitor and maintain program supplies inventory, using RCPC's authorized methods;
- Other Duties as assigned.



KNOWLEDGE, ABILITIES AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Possess knowledge of the theories and approved practices and procedures used in the treatment of children, youth, and adults with mental health and/or substance use disorder diagnoses;
- Demonstrated understanding of diagnostic evaluation methods, mental status exams, and use of the DSM-5;
- Ability to respond to a range of clients' needs using differential diagnoses and treatment approaches;
- Ability to provide appropriate crisis intervention services;
- Demonstrated understanding of sound ethical practice in conjunction with the established and defined ethics of one's training and discipline;
- Ability to effectively organize time and responsibilities;
- Avid multitasking;
- Detail oriented with a high level of accuracy;
- Motivated and willing to take initiative;
- Knowledge and ability to adhere to the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2 confidentiality regulations;
- Excellent oral and written communication skills;
- Knowledgeable of and proficient in conflict resolution skills, and assisting others with conflict resolution;
- Experience and/or desire to work in a non-profit environment with families and children.

MINIMUM EDUCATION/EXPERIENCE:

- Master's degree in social work, counseling, or related discipline from an accredited educational institution;
- Clinically licensed in the State of Alaska (or license eligible);
- Two years experience providing treatment for children who have experienced trauma and/or neglect and for their caregivers;
- Two years of supervisory experience in the clinical setting;
- Working knowledge of child and family development, home and center-based services;
- Knowledge of the Child Welfare System, Victim's Compensation Program, and HIPAA regulations;
- Trained in an evidence-based trauma treatment for children or the ability to become trained within six months;
- Proven knowledge of Microsoft Office and Windows System.

ADDITIONAL EDUCATION/EXPERIENCE PREFERRED:

- Cross cultural treatment skills and knowledge of Alaska Native cultures an traditions preferred;
- Six years of applicable work experience, with at least two years of experience in clinical supervision and management of a behavioral health program;
- Experience with billing for services.



PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting or standing for long periods of time.
- Frequent walking.
- Frequent bending, stooping, reaching, pushing and pulling.
- Occasionally will lift up to 20 pounds.
- Normal vision range.
- Frequent rapid mental/hand/eye coordination and manual dexterity.

ACKNOWLEDGEMENT

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Resource Center for Parents & Children, Inc.
- I have read and understand this job description.
- My supervisor has reviewed this job description with me.

Print Employee Name:
Employee Signature:
Date:

Print Supervisor Name:
Supervisor Signature:
Date:

The above statements are intended only to describe the general nature and level of work to be performed by an employee assigned to this position. They are not intended to be construed either as an employment contract or as an exhaustive list of all responsibilities, duties, and skills required of persons so classified or assigned and are subject to change at the discretion of the employer.