
Job Title: Clinical Supervisor  
Department: Integrated Behavioral Health Program  
Reports To: Mental Health Program Manager  
FLSA Status: Exempt  

POSITION SUMMARY:

The Clinical Supervisor ensures that all mental health services are delivered in accordance with the Washington State Codes, federal Medicaid regulations and manage care regulations. This person will supervise, train, and mentor therapists, interns, and other clinical staff. The clinical supervisor ensures all clinical charts client are in compliance with RSN, BHO, DBHR, and CARF requirements. Oversees day-to-day clinical operations of company and responsible for sharing rotation of on-call supervisor for all programs.

CLINICAL SUPERVISOR QUALIFICATIONS:

- A valid DOH License in Social Work, Mental Health or Marriage & Family.
- A completed State approved clinical supervisor training certificate.
- 2+ years of supervisory experience.
- 5+ years of experience treating adults/children with mental health conditions.
- Experience conducting Quality Assurance Reviews.
- A valid driver’s license, acceptable driving record, reliable transportation and car insurance
- Spanish preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A.) Administration / Management

1. Interview, hire employees, and train mental health professional in accordance with the WAC
2. Evaluate, promote, discipline or discharge employees for cause
3. Assign, direct employees work, promote, demote, transfer and lay off employees
4. Set, monitor productivity standards and services to be rendered
5. Establish reasonable work rules for Consejo’s daily operations
6. Provide individual and group supervision
7. Responsible for assigning caseloads and managing staff productivity
8. Document clinical supervision hours including but not limited to time, location and type of supervision provided.
9. Review and approve daily progress notes, treatment plans and other required documentation.
10. Assure that the quality of clinical services is maintained through all the Consejo sites.
11. Assure that all annual performance appraisals are completed annually for staffs under his/her direct supervision, including establishing specific, individual professional development goals.
12. Ensure that clinical records are accurate, current, and meet Medical standards and DOH licensing regulations.
13. Review all reports of suspected abuse or neglect of vulnerable adults or minors and assure that appropriate actions are taken.
14. Ensure staff, interns, or volunteers receive proper clinical supervision.
15. Participate in a quality improvement program as implemented.
16. Review all incident reports and consider actions to be taken and implement changes to avoid similar incidents in the future.
17. Inform the Executive Director in a timely manner of all relevant financial, clinical, and liability issues and make recommendations for any changes in procedures.
18. Ensure the building and property is clean and well maintained.
19. Participate in internal and external committees and management team meetings.

B.) Clinical Services

1. Complete intake assessments on a timely manner
2. Provide individual therapy, case management, group therapy and family therapy
3. Provide information and referral to clients and community resources as needed.
4. Provide crisis intervention and outreach services
5. Coordinate admissions and discharges of clients.
6. Ensure care coordination for all clients
7. Provide consultation and support to staff as needed including being available for staff to debrief about difficult situations.
8. Provide back-up clinical care to clients when assigned staffs are unavailable.
9. Provide individual and group supervision.
10. Maintain a caseload of 10 clients at all times.

C.) Consultation and Education

1. Provide consultation about clinical and administrative issues to other resources as requested.
2. Provide educational training and information to the families and friends of clients and to the general public as needed.
3. Provide leadership about in-service training offered to staff, assuring that it meets licensure standards and clinical needs.

**LANGUAGE SKILLS:**

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other integrated behavioral health related documents. Ability to write clear, concise and accurate correspondence. Capable of establishing positive interpersonal relationships with a broad range of people. Effective oral and written communication skills.

**OTHER SKILLS REQUIRED:**

Ability to operate computer, electronic health records, printer, copy and fax machines, calculator, and other office equipment.

**PHYSICAL DEMANDS:**

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

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**MENTAL DEMANDS:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization may or may not exist. Ability to reason effectively and interpret a variety of instructions furnished in written, oral or diagram form.

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.
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