



POSITION DESCRIPTION

Clinical Supervisor	
Department: Violence Prevention & Intervention (VPI) Program	Status: Regular Full-time, Exempt
Reports to: VPI Program Director	Last Reviewed: October 2022
Titles reporting to this role: Therapists, interns and volunteers	Next Review Date: March 31, 2023

Position Summary:

Casa Central's Violence Prevention & Intervention (VPI) program provides high-quality, culturally and linguistically attuned, trauma-informed therapy and support services to individuals and families impacted by domestic violence, child abuse/neglect, and other traumas.

The Clinical Supervisor supports all aspects of day-to-day program operations. The Clinical Supervisor will provide reflective, clinical, and administrative supervision to Therapists, including review and approval of assessments, service plans, and progress reports; provide clinical and administrative training for program Therapists; engage and collaborate with service partners in the community; support the program's stakeholder coalition to identify and improve community-wide violence prevention and intervention services; support the program's public awareness activities to improve community knowledge of various forms of violence and its effects on families, adults, children and communities; ensure compliance with contractual mandates; and engage in strategic planning and direction-setting, under the leadership of the Program Director. The Clinical Supervisor will maintain a 50% clinical caseload (7-9 families), providing individual and family therapy services to program clients.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Program Operations

Support planning for the Domestic Violence and Safe Start programs including activities like caseload assignment and monitoring, support groups, community trainings/in-services on behalf of both programs, and special event planning. As needed, act as a liaison for contractual therapists/any clinical or non-clinical service agreements made on behalf of VPI, to monitor and ensure that service agreements comply with agency policy. Support the development and implementation of VPI policies and procedures, as needed or identified, in collaboration with the Program Director; ensure staff understand and adhere to policies, including as related to confidentiality and reporting of suspicion of abuse/neglect. Provide conflict resolution assistance with issues pertaining to participant and employee relations as needed. Assist the Program Director in submitting reports to funders, detailing inputs, outcomes, indicators, activities, and processes on behalf of the programs. Ensure ongoing compliance with contractual obligations, including compliance with Medicaid/Part 132/140 service delivery. Participate in the facilitation of staff meetings, group supervision and professional development opportunities; participate in monthly program staff or team meetings including team trainings.

Personnel Management, Supervision & Team Leadership

Coordinate, supervise and monitor intern/student/volunteer placements on behalf of the VPI program. Directly supervise 3 Therapists, as well as interns and volunteers within the program; provide supervisory coverage, consultation and support for the Program Assistant and additional Therapists in the absence of the Program Director. Manage the selection, onboarding, ongoing

training, and performance evaluation of staff. Develop activities and trainings to support a positive team culture and ongoing professional development of the VPI program staff.

Participant Service Delivery/Participant Care

Maintain a caseload of 7-9 therapy clients and their families. Design and implement therapeutic or psychoeducational group services. Implement timely crisis intervention and safety planning strategies to help victims/survivors of domestic violence. Provide individual, family, and/or group counseling services according to best practices and evidence-based treatment approaches, with a particular focus on Child Parent Psychotherapy; services provided in-office, via Telehealth and in the community. Accompany victims/survivors of domestic violence to the police department, clinics, court, and other arenas as deemed necessary. Engage in multidisciplinary efforts to support the provision, collaboration and continuity of care for families; this may include participation in clinical staffings, Child and Family Team meetings and court proceedings, observation and consultation with teachers/childcare providers, etc.; may require collaboration with early childhood professionals, medical professionals, legal personnel, judicial personnel, child welfare professionals, other mental health professionals, etc. Follow confidentiality guidelines at all times, according to agency policies and procedures and the Social Work Code of Ethics. Report any suspicion of child or elder abuse to proper authorities according to Mandated Reporting Laws.

Intake & Screening

Conduct timely intakes and assessments of clients' needs (for individuals referred for domestic violence services as well as children and families referred for therapy services secondary to exposure to violence and other traumas), including gathering information over the phone and in-person related to individuals being referred to the programs; collect comprehensive data sets from families; maintain and monitor the program waitlists as indicated, including providing periodic check-in phone calls to families waiting for services to update them on their wait list status and offer any additional community-based resources and referrals. Establish rapport with clients; foster environments and relationships that provide clients to feel safe and secure within the therapeutic relationship

Assessment

Complete comprehensive mental health assessments or IM+CANS to identify participant strengths, needs and to inform service planning. Complete program and funder evaluation measures for data collection and evaluation, including the provision of trauma and developmental screenings, as appropriate; provide referrals for young children participants to Early Intervention services or a Case Study, as criteria is met; complete data measures at multiple points, Time 1, Time 2, etc; engage in evaluation of data collected; engage in conversations with clients regarding data gathered to inform service delivery

Service Planning & Goal Setting

Design, in collaboration with assigned clients, individualized treatment plans with measurable treatment objectives. Design and support implementation of safety plans for victims/survivors of domestic violence

Referral and Linkage to Community Resources

Utilize knowledge and access to resources to assist individuals and families impacted by violence and trauma by linking them with resources to support their needs.

Documentation

Prepare and submit timely statistics on services provided, as needed or requested, including information for reporting and billing purposes; enter respective data into funder databases. Keep required documentation on services according to agency and other funding source requirements;

ensure documentation adheres to agency and funder requirements, including compliance with Medicaid/Part 132/Part 140 service delivery. Prepare monthly and quarterly reports on services and program activities for the agency, funders, and other stakeholders. Complete ongoing data entry and management related to funders' reporting requirements.

Administrative Tasks

Approve time sheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency. Prepare and submit documentation for supply orders or equipment.

Community Outreach & Training

Provide ongoing general trainings for community partners and stakeholders, as well as ongoing professional development training for Therapists in the program.

Performance & Quality Management

Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process. Implement the agency mission, philosophy, and core values to direct daily work and decision-making. Adhere to agency policy. Participate in case record review procedures. Complete program satisfaction surveys with participants to help inform program delivery

Stakeholder Relationships & Partnerships

Nurture positive, professional, respectful, and collaborative working relationships with other agency staff as well as outside stakeholders and partners. Support the efforts of the Safe Start Coalition and the program's networking and community-building efforts, including participating in quarterly coalition meetings; may include co-facilitation of the Safe Start Coalition; actively participate in agency and community meetings or attending meetings and trainings required by funders; and engage in outreach and relationship-building activities with community partners. Support and contribute to inter-system collaboration with other service providers to improve social service delivery systems. Represent Casa Central in meetings with government agencies and other community organizations. Serve as a liaison between Casa Central and funders and other stakeholders.

General Requirements:

Evening/Weekend availability preferred; flexibility to accommodate clients' schedules essential. Flexibility to travel to provide in-home/community-based services. Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

Master's Degree in Social Work or Human Service-related field with LCSW or LCPC required. Clinical Social Work or Counseling experience desired, especially with families of young children impacted by violence and trauma. Previous training in the Child Parent Psychotherapy model or infant/early childhood mental health highly preferred. Completing an 18-month Child Parent Psychotherapy Learning Cohort will be required. Obtaining 40-hour Domestic Violence Certification will be a requirement for this position; candidate must obtain certification within 3 months of hire.

Language Skills:

Bilingual in Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Must be computer literate in Microsoft Word, Excel, Publisher and other applications used by the agency.

Mathematical Skills:

Ability to prepare statistical reports regarding program services.

Operating Environment and Working Relationships:

Subject to frequent interactions with program staff and participants, external agencies, community systems, outside partners, and internal programs and departments. This position works collaboratively with Casa Central management team to administer and coordinate agency programs, which serve individuals and families.

Decision Making Authority:

Exercises independent judgment in executing tasks, under the direction of the VPI director.

People Management:

Ability to engage and lead community partners. Ability to work well independently and collaboratively. Ability to provide reflective clinical supervision and consultation to staff, volunteers and interns, including direct clinical and administrative supervision of the Safe Start Therapist and program interns and volunteers.

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Eligible for remote work and requires the use of personal mobile phone. Reference Casa Central's Flexible Work Arrangement Policy for reimbursement information.

Physical Demands:

The physical demands 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. While performing the

duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

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

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position 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 in which I am employed, 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.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

