



Position Description: Clinical Supervisor

Department: Violence Prevention & Intervention (VPI) Program
Exemption: Exempt
Reports to: VPI Program Director
Titles Reporting to Job: Therapist, as well as interns and volunteers

Position Description

Last Reviewed: October 4, 2021

Last Revised: October 4, 2021

Position Summary:

Casa Central's Violence Prevention & Intervention (VPI) program provides 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 (6-8 families), providing individual and family therapy services to program clients.

Essential Duties and Responsibilities:

Agency

1. Nurture positive and collaborative working relationships with other agency staff as well as outside stakeholders and partners.
2. Implement the agency mission, philosophy, and core values to direct daily work and decision-making; adhere to agency policy.
3. Cultivate a professional and respectful work environment.

Position Description:

Clinical Supervisor, Violence Prevention & Intervention Program

4. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.
5. Approve time sheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency.

VPI Program

1. Support planning for VPI services in regards to integrated activities for the Domestic Violence and Safe Start programs. These include, but are not limited to: caseload assignment and monitoring, support groups, community trainings/in-services on behalf of both programs, and special event planning.
2. Support and contribute to inter-system collaboration with other service providers to improve social service delivery systems.
3. Support the development of VPI policies and procedures, as needed or identified, in collaboration with the Program Director.
4. Support the efforts of the Safe Start Coalition.
5. Provide ongoing general trainings for community partners and stakeholders, as well as ongoing professional development training for Therapists in the program.
6. Assist the Program Director in submitting reports to funders, detailing inputs, outcomes, indicators, activities, and processes on behalf of the program.
7. Ensure ongoing compliance with contractual obligations, including compliance with Medicaid/Part 132/140 service delivery.
8. Represent Casa Central in meetings with government agencies and other community organizations.
9. Provide conflict resolution assistance with issues pertaining to consumer and employee relations as needed.
10. Serve as a liaison between Casa Central and funders and other stakeholders.
11. Coordinate, supervise and monitor intern/student/volunteer placements on behalf of the VPI program.
12. 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.
13. Directly supervise 3 Therapists, as well as interns and volunteers within the program; the employee will provide supervisory coverage, consultation and support for the Program Assistant and additional Therapists in the absence of the Program Director.
14. Perform other duties, as delegated by the Violence Prevention & Intervention Program Director.

Therapist Duties and Responsibilities:

1. Maintain a caseload of 6-8 therapy clients and their families.
2. Conduct intake and assessment of referred clients.
3. Design, in collaboration with assigned clients, individualized treatment plans with measurable treatment objectives.
4. Provide individual and family counseling services according to best practices and evidence-based treatment approaches.
5. Keep required documentation on services according to program and/or Medicaid/Part 132/Part 140 or other funder requirements.
6. Prepare and submit timely statistics on services provided, as needed or requested, including information for reporting and billing purposes.
7. Follow confidentiality guidelines at all times, according to agency policies and procedures, and the NASW Code of Ethics.

Position Description:

Clinical Supervisor, Violence Prevention & Intervention Program

8. Report any suspicion of client, child, or elder abuse to proper authorities, according to Mandated Reporting laws.
9. Maintain professional relationships at all times and foster a congenial work environment.

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 highly preferred. 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 English and Spanish required; bicultural preferred. Ability to read and comprehend instructions, short correspondence and memos. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent writing skills. Ability to speak effectively before groups of stakeholders.

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.

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

Position Description:

Clinical Supervisor, Violence Prevention & Intervention Program

functions. While performing the duties of this job, the employee is regularly required to sit, talk, see, play and hear. The employee frequently is required to use their hands. Must be able to lift and carry 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. Flexibility to travel to provide in-home/community based services, attend meetings, court hearings, staffings, and other field-based responsibilities. Reliable personal transportation (including drivers' license and automobile insurance) required to facilitate community-based service provision (mileage reimbursement is provided by the agency).

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: _____

Date: _____