

Unique People Services Job Description

Job Title: Clinical Supervisor
Department: The Crown Residence
Report To: Program Director
FLSA Status: Exempt
Prepared By: HR Department
Revised Date: 1/17/19

SUMMARY: To use clinical skills, education and work experience acquired in the human service field, to provide supervision to case managers, clinical intervention, documentation and charting oversight, person centered service plan goal setting, ensure advocacy and referral services to the program members in order to maximize their ability to function and prevent re-hospitalization; second in charge to the Program Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

ADMINISTRATIVE:

- Complete an admission note of each resident admitted to the residence under HASA contract.
- Conduct intake screening and assessments.
- Review charts of all clinical staff regularly, for review of appropriate documentation toward the use of established goals and objectives.
- Represent the Agency /Program at various meetings.
- Ensure that all necessary case notes and written reports are completed in a timely and concise manner by self and by each staff.
- Participate in agency meetings, staff rounds, and supervision.
- Responsible for submitting reports, in a timely fashion.
- Ensure knowledge of audit requirements is adhered to maintain an overall adherence to regulation and audit responsibilities.
- Responsible for additional managerial and directorial duties as needed in absence of Program Director.

CLINICAL:

- Provide supervision to all clinical staff on a regular basis.
- Provide quarterly clinical education trainings with Case Managers.
- Provide daily direction to the Case Management staff.
- Provide monthly group supervision with clinical team.
- Communicate with family, collaterals, and other agency staff on behalf of residents as a part of service planning, within the constraints of the resident's right to privacy.
- Attend weekly supervision sessions with Program Director which is subject to change depending on performance. Thereafter, it either will be monthly or bi-weekly as needed.

OPERATIONAL:

- Available for consultation on an as needed basis. On call during off-hours.
- Ensure community and tenant involvement in meetings.

- Ensure community involvement with program.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have a LCSW license with at least three (3) years supervisory experience providing oversight to clinical staff and working with homeless adults diagnosed with serious and persistent mental illness, preferred. Must have knowledge of the HASA guidelines/ policy and procedures for operation of a residential program; Minimum of 2 years prior experience providing residential programming. Computer skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons. My signature below indicates that I have reviewed and discussed the job description with my supervisor.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments.

Only applicants being considered for an interview will be contacted.

Unique People Services is an Equal Opportunity Employer.