

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: CLINICAL SUPERVISOR

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification supervise the activities and service delivery of the department's clinical program. Supervises and reviews the work of subordinate therapists; and provides them with training, clinical and administrative supervision and direction. Ensures program services and activities and records are in compliance with City, State and federal policies and regulations. Employees in this class also maintain a clinical caseload, to include assessing clients needs, developing treatment, providing therapy. Reports to the Director of Community Resources who reviews work for compliance with anticipated results. Serves as Acting Community Resources Director as assigned.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Supervises the work of professional clinical staff by assigning work, providing training and direction, reviewing and monitoring work, and conducting performance evaluations.
- Provides therapeutic services. Meets with youths and their families and works to establish effective communication and trust. Assesses the psychotherapeutic needs of the clients; develops a treatment plan; and provides individual, family and groups therapy. Develops and writes assessments, treatment plans, and progress reports for each client; maintains all program, service and treatment related documentation.
- Conducts clinical reviews of department cases. Monitors the quality of service delivery and of case, program and service documentation. Ensures compliance with applicable regulations and standards. Participates in the development and modification of policies and procedures.
- Responds to clinical crises requiring immediate emergency intervention.
- Identifies unmet family needs in the community and works with other agencies to establish needed services. Develop and advocates strategies that will address client needs.
- Collects, compiles and prepares quarterly, annual and statistical reports of activities and services of the program.
- Establishes effective working relationships with personnel from other human service agencies and organizations.
- Serves on committees within the community regarding program services and activities. Serves as liaison between agencies and clients/client families.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Thorough knowledge of the principles, practices and methodologies of providing social work and psychotherapeutic services.

CLINICAL SUPERVISOR

- Considerable knowledge of family and interpersonal dynamics, and the socio-economic and emotional issues and/or needs of youths and their families. Considerable knowledge of the techniques, policies and principles of working with clients regarding emotional and/or personal issues.
- Considerable knowledge of the regulations, standards and requirements pertaining to service delivery, assessments, and treatment plans and documentation.
- Considerable knowledge of the community resources available to clients.
- General knowledge of the principles and practices of supervising staff.

Physical Requirements:

- Ability to operate a variety of office equipment such as a computer, telephone, etc.

Language Ability & Interpersonal Communications:

- Ability to plan, monitor and review program services and activities. Ability to supervise the work of subordinate staff.
- Ability read and interpret psychological, medical, educational, and psychiatric profiles and records in order to assess psychotherapeutic needs.
- Ability to communicate effectively and trusting and open relationships with youths and their families; and to deal tactfully and professionally with clients regarding personal and sensitive issues.
- Ability to identify and coordinate resources and services with other agencies; and establish effective working relationships with other human services personnel.
- Ability to document and prepare clinical reports, assessments, service records and other program and treatment related information.

Environmental Adaptability

- Work is performed in an office environment. Must be able to adapt to the climate set by the client's disposition and nature of counseling sessions. Must be able to withstand the stress of face to face counseling with troubled clients.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires a Master's degree in counseling, clinical social work or a related field and 3 - 5 years of progressively responsible experience providing clinical social work services and counseling to youths and their families, to include at least 2 years at a supervisory level; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

Additional Requirements: Licensure as a Clinical Social Worker or Psychologist.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.