

## EMCMHC

### Job Description

**CLASS TITLE:**           **Lead Clinical Supervisor**

**DEPARTMENT:**         **Clinical Services**

**ACCOUNTABLE TO:**     **CEO**

**PRIMARY OBJECTIVE OF POSITION:** Under general direction provides oversight for clinicians providing mental health counseling to youth, adults, and groups, conducts diagnostic interviews/assessments, and provides crisis intervention as needed. Work requires individual judgment within established policies, rules, and the client's individual treatment plan.

A training position will be considered for applicants meeting the Educational and Licensure requirements outlined in this job description. As a training position, the successful applicant will have access to training and mentorship necessary for them to develop the experience and insight necessary to successfully transition to the Lead Clinical Supervisor position.

#### **ESSENTIAL JOB FUNCTIONS:**

- Physical requirements may require walking, lifting up to 25#’s (greater with assistance), prolonged sitting, climbing steps, and the ability to get in and out of a vehicle without assistance;
- Must possess people skills and the ability to work with other Agencies;
- Work may be performed in an office, in a client’s home, and in the transportation of clients to appointments; Traveling required where exposure to inclement weather of heat, cold, rain, and snow may occur;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment;
- Must possess Licensed Clinical Social Worker –LCSW or Licensed Clinical Professional Counselor – LCPC;
- Must have ability to obtain Mental Health Professional Person Certifications;
- Must become Certified as CPR, MANDT, HIPAA training, and Blood Borne Pathogens within three (3) months of employment; and
- Must possess a valid Montana Operator’s License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

#### **MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Assesses, diagnoses, and provides psychotherapy, psycho-education and support to individuals and families seeking mental health services. Treatment modalities shall be sensitive to culture, age, gender, and specific mental health problems;

**CLASS TITLE: Lead Clinical Supervisor (continued)**

- Responds to crisis and consultation needs of the service area according to EMCMHC protocols for crisis response;
- Provides care coordination as needed to clients to ensure the coordination of care and to facilitate access to needed services;
- Documents and maintains client contacts, care coordination, crisis/consult contacts, and community contacts according to ethical standards and organizational protocols;
- Attends staff meetings and peer reviews, team service and coordination meetings, in-service trainings and outside service training as provided;
- Develop, identify and deliver staff trainings to enhance quality of client services, as well as staff development and wellness;
- Provides consultation and cooperation with EMCMHC staff, area physicians, and other professionals as necessary in developing treatment plans for clients, client care coordination, and inpatient referrals when necessary;
- Meets productivity standards in accordance with expectations outlined by agency policy;
- Assigns clients to Therapists;
- Maintains progress notes, treatment plans, and other records in accordance with EMCMHC policy while maintaining confidentiality requirements for patient privacy (i.e. HIPAA); and
- Facilitates meetings, reviews files before release, supervises PIT's and signs paperwork;

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:** Provides Clinical oversight of Outpatient Services, Case Management Services, Day Treatment/Support Services, and Residential Home Services.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Master's Degree required in Social Work or related field; PLUS
- Five (5) years minimum of demonstrated work experience in the mental health field with two (2) years post Licensure experience in mental health programs;
- Must complete Credible EHR functionality and overview training within the first month of employment and maintain Certification throughout employment;
- Must possess Licensed Clinical Social Worker –LCSW or Licensed Clinical Professional Counselor – LCPC, have ability to obtain Mental Health Professional Person Certifications and maintain such license and certification through meeting Continuing Education requirements throughout employment; and
- Must possess a valid Montana Operator's License (If your own personal vehicle is used to transport any client, your vehicle must have insurance that will cover passengers).

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS**

- Maintains the highest level of ethics, morals, standards, respect for others, empathy, and privacy of client information;
- Trains employees (CHNS, trauma, etc.);
- Consults and peer with other EMCMHC clinical staff and/or employees when needed;
- May serve as a community mental health resource where required and appropriate;

- Performs such other assignments and duties as may be required and needed.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Revised 07/5/17**