

# EMCMHC

## Job Description

**CLASS TITLE:** Clinical Supervisor

**DEPARTMENT:** Administration

**ACCOUNTABLE TO:** Chief Executive Director

**PRIMARY OBJECTIVE OF POSITION:** The Clinical Supervisor is responsible for providing clinical supervision of graduate students and post-graduate students working towards licensure for LCPC, LCSW, LAC and CBHPSS. This individual will also maintain ongoing supervision for CBHPSS as outlined by the State of Montana. The Clinical Supervisor will oversee and sign off on notes, treatment plans and any documentation produced by the practitioner in training, as well as audit files to ensure timeliness, accuracy and compliance with Administrative Rule. The Clinical Supervisor will ensure the quality of clinical documentation at all times.

To be successful in this role, the successful candidate needs to display strong leadership and make prudent decisions to maintain practitioners who can adequately fulfill clients' treatment needs. Top candidates will be organized, knowledgeable and excellent communicators.

### **ESSENTIAL JOB FUNCTIONS:**

- Physical requirements may require walking, limited lifting up to 35#'s (greater with assistance), bending, stooping, prolonged sitting, and the ability to get in and out of a vehicle;
- Work may be performed in an EMCMHC office and/or remote home office;
- 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; and

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

- Manages and conducts the clinical supervision necessary for graduate students to earn degrees, as well as post graduate students pursuing licensure via one to one and group settings;
- Works with EMCMHC office managers and CSCT leads to provide clinical direction to trainees as they work to perform job specific duties and establish caseloads;
- Works with EMCMHC office managers and CSCT leads to collaborate and support the forward movement and growth of clinical skill-set for clinicians in training;

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

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Cont.**

- Audits clinical files to note and address any deficiencies found in those files (per administrative rule);
- Assures that each clinician in training is following the Administrative Rules, as well as ACA guidelines;
- Works to train clinicians in developing clinical skill-set and ability to meet documentation requirements of EMCMHC;
- Implements and enforces EMCMHC policy and procedures;
- Performs any other job functions as assigned.

**SUPERVISION – RESPONSIBLE FOR WORK OF OTHERS:**

- Responsible for Clinical Supervision only.

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

- Current Montana licensure as LCSW & LAC; PLUS
- Minimum of three (3) years of demonstrated experience in clinical supervision of licensees;
- Proficient with supervision, service delivery, and case management fundamentals;
- Proficient knowledge of applicable laws;
- Strong people skills;
- Outstanding communication skills, both written and verbal;

**EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Clinical supervision contact for universities and EMCMHC employed grad students working to earn supervised credits;
- Assists post graduate students with licensure process (completion of application) and serves as the licensed supervisee to oversee hours for that individuals (LCSW, LCPC, LAC);
- Provides ongoing clinical supervision and documentation of that supervision to EMCMHC employees working towards LCSW, LCPC, LAC and ongoing work of CBHPSS;
- Assures that licensee staff is completing assigned trainings and paperwork; and
- Audits clinical files to ensure ongoing compliance with Administrative Rule.

**WAGE AND BENEFITS:**

This is a full-time position, M-F from 8:00 a.m. to 5:00 p.m. This is temporary position with an estimated duration of 2 years (24 months). The position is eligible for full-benefits including health insurance, paid vacation, sick leave, 403(B) retirement plan. Salary range is \$60,000 to \$75,000 DOE and this is not a training position.

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

12/15/21