



Martha's Vineyard Community Services, Inc.
Clinical Supervisor
Job Description

Job Summary: The Clinical Supervisor works under the direction of the Island Counseling Center Director or Associate Director, provides clinical and administrative supervision as assigned by the Director AND provides direct service and care to clients served by the ICC.

In clinical practice, the supervisor is responsible for the assessment and direct treatment of assigned caseload of children and/or adults with psychiatric and/or substance abuse disorders. The supervisor works as a member of a cohesive, interdisciplinary clinical and supervisory/management team. The supervisor manages a clinical case mix that ensures productivity targets (needed services) reach clients at a frequency and pace aligned with clinical need. Follows best practices in terms of evidence-based practice, ethical tenets, and regulatory/legal/compliance aspects of service delivery.

The Clinical Supervisor works to assure the following:

- ❖ MVCS supervision standards and procedures are maintained
- ❖ A culture of continuous clinical and administrative improvement is fostered.
- ❖ Legal and ethical processes are identified and managed
- ❖ Best practice clinical care is maintained and modeled in supervision

Job Duties (*Essential Job Function)

1. Provides clinical and administrative supervision to designated clinical staff following agency supervision standards and procedures, with an eye to the following: *
 - a. Develops supervisory/performance goals with supervisees and monitors goal progress
 - b. Displays exceptional leadership administratively and clinically
 - c. Audits supervisee administrative work and incorporates into supervisory meetings
 - d. Supports staff in implementing evidenced based practice in clinical care
 - e. Actively provides clinical guidance, consultation, and direction to members of the treatment team

2. Serves as active member of the Island Counseling's Center's Supervisory Team* by:
 - a. Modeling highest standards of professional ethics and clinical practice
 - b. Exemplifying MVCS vision and guiding principles
 - c. Assisting with orienting and training new therapists

- d. Assists clinical staff with crisis situations
 - e. Provides support, aids in problem solving and regularly provides resource information to clinical staff
 - f. Provides guidance to the staff to assure compliance with confidentiality laws and regulations
 - g. Providing On-Call Services
 - h. Willingly accepts other duties as assigned by the clinic supervisor or management team.
3. Maintains caseload congruent with direct service hours and productivity requirement
 4. Completes initial and ongoing individualized action plans and comprehensive assessments within the required time frames, to include the current needs, strengths, safety, and corresponding plan of care for each client, as well as other required documentation:*
 - a. Completes required electronic and paper admission documentation and admits appropriate clients to the program as per policy and regulations
 - b. Accurate, timely and professionally formulated progress notes after each session or interaction that reflects the client's status, progress, and treatment plan goals.
 - c. Promptly and actively communicates with the client's family and designated collaterals and service providers, and documents this intervention.
 - d. Completes all required paperwork to enable third party reimbursement in a prompt, professional, and efficient manner.
 - e. Discharges clients per ICC policy and procedure. Promptly completes discharge summaries and sends a copy to the appropriate referral sources as per policy and regulations.
 5. Performs administrative duties and accountabilities that promote exceptional client care and foster high quality clinic operations*. Key duties includes but are not limited to:
 - a. Working closely with the business manager to ensure accuracy of billing for contract specific cases
 - b. Overseeing referrals and case assignments under the supervision of a Clinical Supervisor
 - c. Meeting at least 3X monthly with supervisor and attends ICC staff meetings
 - d. Using peer supervision sessions as a means to inform of contractual obligations/changes and other key administrative duties
 - e. Overseeing assigned contract related reporting to ensure ICC acts in accordance to terms of contracts and acts as liaison for contract related matters
 6. Represents ICC and acts as a liaison to community agencies, as requested
 7. Provides therapeutic individual/group/family therapy as prescribed in the client's course of treatment and treatment plan. Utilizes an effective manner and therapeutic style that demonstrates caring and empathy toward clients.
 8. Actively participates in performance improvement and other quality initiatives within program and/or agency.

Qualifications:

- ❖ Possession of a Master's Degree in Social Work, Counseling or related field.
- ❖ Maintains license in good standing.
- ❖ Clinical expertise in working with adults, children, families or other specialty area.

- ❖ Strong supervisory, organizational and planning skills
- ❖ Demonstrate a working knowledge of information systems, data base management, and processes for data collection and analysis.
- ❖ Possess excellent verbal and written communication skills.
- ❖ Ability to give constructive feedback to clinicians, to understand performance specifications for specific contracts, and ability to communicate with external contract managers.
- ❖ Possesses the ability to work effectively with persons who have diverse styles, abilities, motivations, and backgrounds.

This statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.
