

CLINICAL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing clinical supervision of professional Social Workers and Mental Health Counselors at all sites to oversee the quality of services provided and to ensure complete and accurate charting documentation. The work is performed under the general direction of the Director of Community Services. A Clinical Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Makes recommendations and provides guidance in assisting subordinates determine needs of clients, provision of appropriate clinical interventions, and measurement of the effectiveness of interventions;
- Participates in the intake and screening of new patients (making an evaluation in all areas except psychological and medical);
- Participates as a team member in conferences designed for diagnosis of and treatment of patients;
- Assures that the completeness and accuracy of client records is in compliance with established standards;
- Schedules and arranges appointments with staff;
- Assists the Program Directors with reviewing and evaluating the performance of subordinates;
- Assists in evaluating team goals and training needs of clinical staff;
- Compiles and maintains case activity reports and controls as needed;
- May serve on various committees related to mental health care;
- Acts for and in place of the Program Director in his/her absence.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Comprehensive knowledge of the principles, methods, procedures, and practices of psychiatric social work, of the functioning of community mental health facilities and the scope of services rendered, and of community resources and how to use them effectively; ability to work effectively with others; ability to analyze and evaluate reports to staff workers and make sound decisions; ability to organize and operate a program of training for staff; ability to follow oral and written directions; ability to plan and direct the activities of others; initiative and resourcefulness; tact and courtesy; integrity; physical condition sufficient to perform the essential functions.

MINIMUM QUALIFICATIONS: Either:

- A) 1) Possession of a Masters degree from a regionally accredited or New York State registered college or university in Mental Health Counseling, Social Work or Nursing; and 2) possession of a current license by the New York State Education Department to practice as a Clinical Supervisor or Social Worker; and 3) three (3) years of experience* as a member of a treatment group involving an integrated team approach to the mental health treatment of individuals with serious and persistent mental illness and seriously emotionally disturbed in either a licensed mental health or substance abuse facility.

NOTE: Experience defined above is deemed to be full-time paid experience or its part-time equivalent. Time spent as a volunteer or as an intern in fulfilling coursework and/or a degree requirement will not count.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/25/09