

## **Position Description**

**Position Title:** Clinical Supervisor

**Department:** Certified Community Behavioral Health Clinic  
Carson City CCBHC

**Supervisor:** Vitality Unlimited Western or Eastern Behavioral  
Health Regional Coordinator

### **Position Summary:**

The Clinical Supervisor will share with the regional coordinator the responsibility of ensuring that quality care using the best evidence-based practices and ASAM Placement Criteria for the Treatment of Mental Health and Substance Abuse and Related Disorders is provided in Vitality Unlimited Certified Community Behavioral Health Clinic, Integrated Programs, specifically the Carson City, Dayton, Elko, or Reno CCBHCs.

The clinical supervisor will work towards the expansion of mental health and substance abuse treatment services provided by Vitality Unlimited through networking, marketing, and business development.

The clinical supervisor works in conjunction with the regional coordinator on program development and implementation, assists in the development of schedules, clinical forms and the formulation of new treatment program formats/modalities and the hiring and supervision of employees. The clinical supervisor provides direct and consultation counseling services to Vitality Unlimited clients as necessary in all levels of care.

### **Essential Job Functions:**

1. Demonstrates a high degree of knowledge of mental health and substance abuse assessment, treatment, documentation, and care coordination appropriate to the specific needs of the clientele served.
2. On-site clinical supervision of the counselors and therapists of a variety of licensure at the site to which they are assigned.
3. At the direction of the Vitality Unlimited Administrators and/or Western or Eastern Regional Coordinator the clinical supervisor will:
  - Manage the Vitality Integrated Program CCBHC in the absence of the regional coordinator.
  - Serve as a liaison between Vitality Unlimited, other entities and agencies; marketing/networking/ public relation activities and contract coordination /service agreements.
4. Participates in the development and review of policies and procedures to improve services.

## **Duties and Responsibilities**

1. Provides direct clinical supervision of the therapist and counseling staff.
2. Conducts program development planning sessions.
3. Performs concurrent and retrospective internal clinical file review and assists with audits of clinical record by governing agencies.
4. Reviews and coordinates psychological and substance abuse assessment instruments and forms used for clinical file management.
5. Reviews, selects, and coordinates the best evidence-based practices and treatment materials used to provide treatment services.
6. Collaborates/provides input to the regional coordinator on performance of the employees:
  - a. Assist with written performance evaluations on clinical staff according to procedure.
  - b. Completes paperwork required by the Nevada State Board of Examiners on interns under supervision.
7. Arranges and/or conducts in-service training for the clinical staff.
8. Possesses knowledge of social, medical, vocational, and legal resources available and provides staff, clients and family with appropriate and timely information and referrals.
9. Conducts clinical staff meetings to address client response to treatment and program participation.
10. Reviews social, medical, psychological, substance abuse histories, etc., for treatment plan development.
11. Provides crisis intervention services to program clients and alumni as needed.
12. Conducts individual and group counseling sessions.
13. Maintains safe working environment and reports any unsafe conditions to appropriate parties.
14. Maintains discipline at the facility and assures staff and client compliance with the facilities rules, regulations, and policies.
15. Other duties as assigned.

## **Marginal Job Functions:**

1. Participate in the training of new staff.
2. Maintains cordial relationships with community referral and resources.
3. Coordinate therapeutic activities with alumni groups.
4. Knowledge of community resources for client/family referrals.

**Professional Behavior:**

1. Follows professional code of ethics as stated in NAC 458.
2. Maintains professional credentialing required for position.
3. Presents as a positive role model for staff and program clients.
4. Exhibits a positive attitude toward program, co-workers, and program clients.
5. Communicates positively and effectively with program clients, co-workers, physicians, and other professionals.
6. Utilizes appropriate methods to cope with stressful situations.
7. Accepts constructive criticism and integrates suggestions in effective ways.
8. Works harmoniously with others to inspire teamwork and cooperation.
9. Dresses neatly, cleanly, and appropriately for work environment in compliance with Vitality Unlimited guidelines.

**Mandatory Job Qualifications:**

Licensed as Clinical Social Worker in the state of Nevada

Licensed as Clinical Supervisor of Interns in the state of Nevada

Three years of experience as a Licensed Clinical Social Worker

**Experience must include these components:**

1. Client assessment and treatment planning for mental health and substance abuse.
2. Clinical record management /familiarity with clinical documentation and record procedures
3. Familiarity with current evidence-based practice.
4. Individual counseling
5. Personal development groups
6. Didactic instructions
7. Familiarity with 12-step programs
8. Client continuing care planning
9. Program development

**Reporting Responsibilities:**

Reports to: Western or Eastern Behavioral Health Regional Coordinator

Supervision: Licensed/certified clinical employees

**Significant Relationships:**

1. Chief Executive Officer, Vitality Unlimited
2. Chief Operations Officer, Vitality Unlimited
3. Chief Financial Officer, Vitality Unlimited
4. Western or Eastern Behavioral Health Regional Coordinator, Vitality Unlimited
5. Vitality Unlimited Administrative Staff
6. Medical Staff
7. Behavioral Health Technicians
8. Peer Support Staff
9. Clerical Staff
10. Case Management

- 11. Law Enforcement
- 12. Criminal justice personnel
- 13. Probation and Parole Officers

**Working Conditions:**

Vitality Unlimited strives to provide clean, well-lighted, heated, and air-conditioned work environments most of the time. If possible, the employee in the clinical supervision position will have at least a semi-private office. Normal work schedule is day shift, Monday through Friday.

**Physical Demands:**

The physical demands for the position are minimal i.e. standing, sitting, walking, lifting up to fifty (50) pounds. Reasonable accommodations can be made for handicapped employees.

I have read the job description and understand fully the duties of my position.

\_\_\_\_\_ Date

Employee Signature

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Regional Coordinator

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Human Resources Coordinator