

## Job Description

### Clinical Supervisor/Therapist V



JOB TITLE: Clinical Supervisor/Therapist V  
DEPARTMENT: Counseling Services  
SUPERVISED BY: Counseling Services Program Manager  
SUPERVISES: Mental Health Therapists  
STATUS: Full Time, Regular  
FLSA: Exempt  
WORK SCHEDULE: Monday to Friday

#### **PURPOSE**

The Clinical Supervisor/Therapist V is responsible to provide clinical supervision and administrative support to at least 10 mental health therapists, and/or carry a part-time case load of direct service participants, equivalent to a full caseload. Under the direction of the Counseling Program Manager, responsibilities include: clinical and administrative supervision of counseling staff, assistance with program development and implementation, attendance at meetings within and outside the agency, help managing day to day site functions, active collaboration with other community agencies, and other duties as needed.

#### **ESSENTIAL DUTIES**

##### **Program Supervision, Training, and Accountability**

1. Provide active leadership to 10 members (may fluctuate) of the Counseling Team (staff and interns) through clinical supervision and reviews, consultation, training and support in accordance with agency values and guidelines.
2. Proactively evaluate individual and overall team performance on a regular and ongoing basis; use collected data and information to make needed improvements, including adjustments as needed, to Therapists' caseload and work assignments to maximize quality of care and staff productivity.
3. Actively monitor accuracy and completeness of data and Counseling Services databases in accordance with agency rules and expectations.
4. Conduct semi-annual performance evaluations for counseling team; proactively identify and resolve performance issues. Recommend employees as appropriate for recognition or promotions to management.
5. Supports that participant and program goals (clinical, financial, personnel, professional development, and trainings) are met in accordance with established program policies and procedures, agency expectations, funding rules, and state law.
6. Collaborate with Program Manager as needed with the development and implementation of action plans, budgets, and training plans for the Counseling Program.
7. Actively promote the training, support, and use of evidence-based practices in the delivery of services to Atlantic Street Center participants.
8. As part of the clinical care team, conduct and organize staff and intern trainings and in-services in accordance with WAC requirements and agency expectations.
9. Actively monitor compliance in accordance with contract requirements and agency procedures.
10. Participate in professional development networks and associations to stay abreast of emerging trends and best practices.

##### **Direct Therapeutic Services**

11. Carry a variable caseload, dependent on Clinical Supervision caseload.
12. Deliver comprehensive and culturally competent, evidence based therapeutic services to assigned participants through a community based approach that creates positive linkages between children, youth and their families, their community and schools to improve the overall level of functioning and resiliency of participants.
13. Respond to participants in crisis, conduct evaluations, coordinate with additional services and resources and amend treatment plans appropriately.
14. Conduct comprehensive psychosocial diagnostic assessment to address numerous life domains and utilize interviews, support system, available clinical records, observations and possibly tests.

15. Develop and implement collaborative comprehensive treatment plan using Evidence Based Practices with clearly identified goals. Modify service plan as needed to reflect changes in client's status and progress.

## **OTHER DUTIES**

- Support and comply with the values, policies, and practices of Atlantic Street Center.
- Work as part of the Leadership/Coordinator Team, Counseling Team and agency teams.
- Abide by the agency's confidentiality policies and HIPPA rules.
- Support program quality; implement best practices and consistently meet external compliance standards including: WAC, RCWs, and King County Policies and Procedures.
- Actively participate in agency life and program activities. This includes school and agency meetings, supervision and consultation.
- Perform other duties and special projects as assigned by the Counseling Services Program Manager or Executive Director.

## **QUALIFICATIONS**

- Master's Degree or PhD in one of the Mental Health/Social Services sciences. Must be registered or eligible for registry with Washington State Department of Health
- Meet Washington State criteria for Clinical Supervision; Licensed Therapist in the State of Washington and meet criteria as a Child Mental Health Specialist and Ethnic Minority Mental Health Specialist for the African American population (strongly preferred)
- 5+ years' experience providing counseling services to ethnically-diverse children, youth, and families who are experiencing poverty (Strongly Preferred)
- At least one year of supervisory/management experience in human services; clinical experience in crisis assessment and treatment with multi-system families. Proven ability to deliver effective counseling services
- Strong clinical skills and knowledge base of clinical care standards in the treatment of adults, children, and families, including those families affected by multiple issues (abuse, neglect, domestic violence, chemical dependency)
- Knowledge of DSM IV & V.
- Demonstrates EBP knowledge, preferably of Cognitive-Behavioral Therapy, MI, DBT and/or Solution Focused.
- Knowledge of regulations effecting the delivery of mental health services, including WAC, RCWs, King County policies and procedures and applicable ethical codes
- Computer skills and proficiency with Microsoft Office suite software required. Experience with (ETO) and similar Electronic Records Management system software/databases preferred
- Strong organizational skills and timely follow-up to manage complex tasks associated with providing services to multi-system (e.g. schools, juvenile rehabilitation, children's administration/DCFS, and Department of Developmental Disabilities) involved youth and their families
- Effective communication and intervention skills (written and oral). Proven ability to effectively and respectfully solve conflict.
- Proven ability to work successfully in a multi-cultural/multi-ethnic environment. Able to balance competing demands and maintain effective working relationships with staff, participants, volunteers, collaborators, and the general public

## **WORKING CONDITIONS**

- Must be able to access clients at all locations served by ASC and places frequented by clients.
- Position requires driving your own vehicle whenever necessary to meet program needs. Valid WA state driver license and car insurance is required per state law.
- Position requires working a schedule which includes some evenings.
- Able to sit for long periods, to bending, stooping, and/or to frequent walking.
- Able to lift up to 15 pounds

## **DISCLAIMER**

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

## How to apply for Open Positions

Qualified individuals should submit the following:

- **Current resume**
- **Cover letter** clearly stating how you meet or exceed the minimum qualifications.
- Also, please indicate in your email/cover letter how you heard about this position.
- Include **the JOB TITLE** of the position applying for in the SUBJECT line of your email or fax.

Submit materials by email or fax to:

**ATTN: Human Resources**

Atlantic Street Center

Fax: (206) 329-2171

[jobs@atlanticstreet.org](mailto:jobs@atlanticstreet.org)