Position Description

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<th>Job Title:</th>
<th>Behavioral Health Clinical Supervisor</th>
<th>Revision Date:</th>
<th>8/2018</th>
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<td>Program/Department</td>
<td>Behavioral Health Programs-AVCC</td>
<td>FLSA Status</td>
<td>Exempt</td>
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<td>Reporting To:</td>
<td>Behavioral Health Program Director / Designee</td>
<td>Salary Grade Level:</td>
<td>TBA</td>
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Position Purpose:

The Behavioral Health Clinical Supervisor is responsible for increasing access and productivity of Behavioral Health services within all Antelope Valley Community Clinics (AVCC) with behavioral health programs working in collaboration with all clinics and other medical programs. The position upholds the JWCH mission to improve the health status and wellbeing of under-served segments of the population of Los Angeles County through the direct provision or coordination of health care, health education, services, and research. This includes interviewing, treating, coordinating, planning, and linkage to a full-range of resources that meet practical, social, and emotional needs, in collaboration with a multidisciplinary team and community-based programs. As a result, patient outcomes and satisfaction are improved, along with organizational fiscal capacity.

Principal Responsibilities:

1. Increase productivity and linkages across all the AVCC Clinics with Behavioral Health
2. Increase patient care with behavioral health and medical health services
3. Providing oversight and clinical supervision for identified staff
4. Develop training procedures for new hires and current clinicians
5. Design and conduct trainings for new and established clinicians on protocols for program compliance (documentation, procedures)
6. Attend and represent the agency at outside meetings to keep aware of new bulletins and distributing information to Leads/Programs
7. Assist in internal compliance meetings
8. Assist in developing Quality Assurance protocols
9. Meet with clinic administrators and primary care providers to increase access to all behavioral health programs.
10. Provide and/or arrange ongoing Professional Development for clinicians and other providers
11. Review clinical documentation (assessments, treatment plans and intake forms for medical) for compliance weekly, and establish peer review; and monthly audits
12. Creating materials to review and complete documentation (worksheets, training packets, intake packets, checklists, spreadsheets for continuous review of information/charts, assessment tools)
13. Oversee all charting as required by funding sources, including assessments, progress notes, care plans, and billing documentation
14. Oversight of conducting functional and strength-based assessment along with comprehensive diagnosis for mental health, substance abuse, trauma, and psychosocial needs

15. As needed, see patients, completing comprehensive assessments, developing patient care plans that are coordinated and integrated with a comprehensive range of medical and psychosocial services to address social, emotional, and practical needs. Providing psychotherapy to clients referred for mental health as needed.

16. Providing administrative supervision to all staff assigned to Behavioral Health program

17. Complete data collection forms and prepare reports as required by the program.

18. Other duties as assigned

Requirements:

1. Master's degree in social work, social welfare, psychology, from an accredited college or university.
2. LCSW with current California BBS license for 2 years
3. Administrative experience with supervising staff and coordinating care across multiple programs, for 2 or more years
4. Experience supervising clinical staff and interns for 2 or more years
5. Experience with quality assurance and contract compliance for 2 or more years
6. Experience working with low income and/or homeless individuals
7. Demonstrated understanding of the impact of trauma and substance abuse on behavioral and medical conditions
8. Knowledgeable of evidence-based treatments (DBT, CBT, Seeking Safety, Motivational Interviewing)
9. Bilingual (English/Spanish) ability is required.

Signature

Print Name

Date

Supervisor’s Signature

Date

Human Resources Associate’s Signature

Date