



# Arroyo Vista Family Health Center

## JOB DESCRIPTION

**Position Title:** Licensed Clinical Social Worker Supervisor

**Summary:**

Under the direction of the Chief Medical Officer, the LCSW Supervisor is primarily responsible for providing LCSW and administrative supervision (e.g.: client oversight, case consultation, timecard approval, productivity reports) and support for any mental health services. The LCSW Supervisor position is an integral part of the management team and successfully collaborates with colleagues to ensure overall program and agency effectiveness. The LCSW Supervisor is accountable for ensuring delivery of exceptional services that are focused on the client needs while also upholding TVFS and DMH standards. The LCSW Supervisor is also responsible for ensuring accurate billing and documentation. The LCSW Supervisor is responsible for improving the overall program and using LCSW and administrative knowledge to improve the way services are delivered and documented.

**DUTIES AND RESPONSIBILITIES:**

1. Provide on-going individual supervision of community-based therapists as assigned.
2. Provide didactic training, group supervision as assigned.
3. Recruit and train program staff.
4. Oversee the delivery of quality LCSW services and compliance with agency policy. Assist in the development of program policies and procedures to ensure agency compliance with funding sources
5. Ensure that client service hour expectations are met for direct report supervisees.
6. Ensure that all paperwork is complete, accurate, and paperwork deadlines are met.
7. Participate in supervisors meetings, staff meetings, agency wide meetings, utilization review meetings, in-service training, morale and team building events.
8. Comply with agency guidelines, policies and procedures.
9. Comply with applicable professional licensing requirements and ethical standards including maintaining required supervision CE hours.
10. Perform other duties and responsibilities as assigned.

**REQUIREMENTS:**

1. Masters' Degree in Social Work
2. LCSW credential in good standing with the California Board of Behavioral Sciences.
3. Minimum five (5) years' LCSW experience, two (2) years' supervisory experience.
4. Effective written and verbal communication skills and ability to write clear concise reports
5. Knowledge of and experience with providing substance abuse and mental health assessments and counseling.

6. Knowledge of evidenced based practices and therapeutic treatment models including Cognitive Behavioral Therapy, Motivational Interviewing, Seeking Safety, etc.
7. Experience in an outpatient clinic setting
8. Ability to maintain patient confidentiality
9. Strong commitment to the National Association of Social Workers (NASW) Code of Ethics including principles of social justice, empowerment and self-determination of individuals
10. Ability to work well with others in team oriented environment, work independently when needed, take initiative and use good judgment
11. Bilingual English/Spanish