



## CLINICAL SUPERVISOR

Bargaining Unit: Management Employees  
FLSA Status: Exempt

### **DEFINITION:**

Under the general supervision of the Community Services Manager, the Clinical Supervisor supports with the development and achievement of Youth and Family Services goals and objectives. The Clinical Supervisor provides both clinical and administrative leadership within the Youth and Family Services Division. The Clinical Supervisor is responsible for overseeing the supervision of staff in planning, organizing, delivering, and reporting clinical, case management, and support services for youth, families, and adults, including the coordination of crisis and counseling intervention services. In addition, the Clinical Supervisor provides technical and clinical expertise, guidance, and supervision to a multidisciplinary treatment team and the clinical intern program

### **CLASS CHARACTERISTICS:**

This classification is a mid-management, journey-level role with first-line supervisory responsibilities, which includes overseeing, coordinating, and leading the planning, assignment, delivery, and evaluation of clinical programs and services, as well as the work of assigned clinical and non-clinical staff and interns. This role requires considerable initiative and independent judgment in developing procedures and standards, as well as in managing the provision of both clinical and non-clinical programs and services.

### **EXAMPLES OF DUTIES (illustrative only):**

- Provides highly responsible direct programmatic and administrative support to the Community Services Manager, overseeing the planning, organization, and coordination of services provided by Youth and Family Services, including but not limited to overseeing counseling, case management, mentoring services, and grant funded programming.
- Develops program policies and procedures, implementing consistent standards and practices in clinical operations and addressing changing client and organizational needs.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of a multidisciplinary team, including clinical staff.
- Works with the Community Services Program Manager and staff to develop, track, and compile clinical program data and statistics; prepares local, state, and federal grant proposals, curricula, and reports for youth and family programs and services.
- Provides clinical expertise and consultation to clinical and direct service staff, interns, partner organizations, and police officers, as needed.

- Provides training to the multidisciplinary team regarding clinical interventions and documentation and program standards.
- Administers the clinical intern program; actively participates in intern recruitment, placement, training, supervision, and completion of all documentation required by educational institutions.
- Coordinates and tracks referrals from partner agencies and service providers; conducts intakes to determine appropriate level of care and staff assignments.
- Provides group and individual counseling to youth and adults, providing family therapy when appropriate, including crisis assessment and intervention; completes assessments and treatment plans and implements appropriate intervention and support services.
- Implements Quality Assurance protocols to ensure documentation meets the funding requirements. Develops and provides documentation training materials and implements staff training.
- Reviews documentation for completeness and accuracy, using findings to monitor and improve services, ensuring client safety, legal compliance, and quality of care.
- Ensures that staff remains current in the professional, legal and ethical standards of the profession; provides training and workshops as necessary for clinical and case management staff and interns.
- Develops and fosters relationships with cross-sector of stakeholders, including but not limited to; schools, Union City Police Departments, families, community-based organizations, etc. This includes preparing and facilitating meetings, trainings, workshops, and presentations.
- Coordinates and responds to Union City Police Department to provide urgent clinical and case management support to community members.

#### **QUALIFICATIONS:**

Any combination of education, training, and experience that provides the required and qualifying knowledge, skills, and abilities.

#### **EDUCATION AND EXPERIENCE:**

A typical way to obtain the knowledge, skills, and abilities would be:

Master's degree in Counseling, Clinical Psychology or Clinical Social Work. In addition, five (5) years of clinical experience providing counseling and psychotherapy to diverse populations, including youth, families, and adults, with a minimum of one (1) year of supervisory experience. Experience with program policy development and quality assurance is preferred.

#### **LICENSE AND CERTIFICATIONS:**

Possession of a valid California Driver's License and have a satisfactory driving record.

Possession of a valid Clinical license (License Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), Licensed Clinical Social Worker (LCSW) or Clinical Psychologist (PsyD) from the California Board of Behavioral Sciences for a minimum of two years. The license holder must have practiced psychotherapy during at least two (2) years out of the last (5) years, or they must have provided direct clinical supervision to ASWs, AMFTs, or APCCs who perform psychotherapy during at least two (2) years out of the last five (5) years.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Theory and principle of human development, particularly child development.
- Current theories, principles, and practices for services to clients with behavioral health care symptoms and diagnosis.
- The social aspects of mental and emotional adjustment, including normal and abnormal behavior.
- Principles and techniques of crisis intervention and youth and family therapy, which includes interviewing techniques and treatment modalities.
- Principles and practices of direct client service delivery and care coordination.
- Trauma informed, culturally relevant and positive youth development concepts and strategies.
- Dual recovery/co-occurring disorder treatment, screening and assessment tools
- Principles and practices of effective supervision, work planning, evaluation, training, and community behavioral health care consultation.
- Applicable federal, state and local laws, rules and regulations, such as but not limited to; HIPAA, FERPA, confidentiality requirements, mandated reporting and other legal and ethical considerations in the field of human and mental health Services field.
- Clinical standards of practice and licensure requirements.
- Familiarity with community resources and current trends in the areas of social services including youth violence prevention and intervention, mental health and counseling.

Ability to:

- Assess undefined, potentially complex and/or crisis situations and determine use of appropriate diagnostic tools to assess psychosocial needs of clients.
- Perform counseling and case management services.
- Work independently to make sound decisions and remain focused under stressful conditions.
- Provide leadership and create a positive, team environment, including supervise, manage, and motivate a small, diverse group of program staff.

- Identify appropriate community resources.
- Effectively collaborate across multiple systems including law enforcement, schools, social service agencies, government programs, etc.
- Establish effective and productive relationships with clients.
- Communicate effectively both orally and in written form
- Oversee and review documentation to support quality assurance. Provide clinical and documentation training, as needed.
- Produce statistical reports and maintains records as necessary.
- Develop curriculum for group therapy, workshops, presentations, and community forums.
- Conduct presentations to diverse key stakeholders and community members.
- Work varied hours and responds to UCPD call-outs for clinical support

**WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:**

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

*Travel: Positions in this class may require local and statewide travel as necessary.*