



TOUCHSTONE
MENTAL HEALTH

JOB DESCRIPTION
CLINICAL SUPERVISOR

Program: Residential Treatment
Reports To: Treatment Director

Classification: Exempt
FTE: 1.0 fte
Pay Grade: xx

Position Summary

This position provides leadership for the clinical and rehabilitative components of the program and supervises the work of the clinical team. This position functions as a part of the leadership team at residential treatment and across the agency.

Essential Job Functions

Supportive & Motivational Client Relations

- Establish supportive, motivational and therapeutic relationships with clients, ensuring an atmosphere of safety, security and responsible mental health care.
- Serve as a role model for clients regarding problem solving, decision-making, conflict resolutions, independent living skills and responsibilities.
- Know current level of functioning of clients, and needed interventions. Assist clients in understanding and management of mental health issues. Observe client behavior and physical and emotional symptoms and perform behavioral management interventions, as needed. Address co-occurring chemical health concerns.
- Monitor self-administration of medications to assist in skill building for managing their illness.

Program Administration

- Conduct/coordinate initial comprehensive assessment of clients to determine client needs. Ensure individual treatment care reflect clients' needs and service desires. Make recommendations to team. Complete individual treatment plan with clients and team members. Communicate treatment instructions and methodologies as appropriate to ensure that plan is implemented correctly.
- Ensure the implementation of evidence-based treatment practices by staff.
- Provide crisis intervention services for clients and support the crisis intervention work of other team members.
- Provide educational groups as programming requires. Document client attendance, interaction, and relevance to individual plan.
- Coordinate with program director to develop annual staffing budget. Monitor actual revenues and expenses against budget. Provide oversight for purchasing of supplies, maintenance, etc. according to established budget.
- Monitor standards and compliance issues. Review and sign all clinical documents, including clinical consult and review.

Staff Management & Leadership

- Direct and supervise staff to ensure effective implementation of the agency's mission, goals and objectives. Establish and clearly communicate performance expectations and delegated responsibilities. Provide ongoing coaching, training and support, and create an atmosphere for open communication.
- Model positive service practices for staff. Provide individual and group supervision, consultation, guidance and support to staff. Maintain high performance standards for staff.
- Understand and implement agency policies and relevant external regulations related to staffing.
- With treatment director, oversee recruitment and hiring of staff. Assure adequate staff coverage. Conduct performance evaluations.
- Identify training needs and implement training opportunities.
- Coordinate with program director to develop annual staffing budget. Monitor actual expenses against budget.

Program Team Member

- Participate in team meetings and processes for communication concerning clients and facility.
- Follow established program and agency protocols, policies and procedures. Provide team with thorough, timely, legible, accurate, objective information. Provide input for client care plans. Collaborate with staff regarding client goals and objectives.
- Maintain a collaborative relationship with team. Provide help to other team members as needed.
- Supervise facility as senior staff on shift when necessary. Be available for emergency coverage on short notice, if necessary.
- Complete required trainings, both upon hire and annually.

Other Duties

- As assigned.

Physical Requirements

The work of this position entails the use of standard office equipment as well as a wide variety of household appliances and equipment including but not limited to the clothes washer and dryer, dishwasher, stove, microwave oven and vacuum cleaner. This position requires the ability to drive an automobile on a daily basis. This position is approved to use agency vehicles. **The work of this position requires that the incumbent be able to see, hear, speak, read and write English clearly in order to ensure client welfare and development. The incumbent must be able to lift up to 20 pounds, use all household equipment, as well as bend, stoop, stand and pull in order to perform or demonstrate independent living skills using household appliances and equipment. The incumbent must be able to walk up and down stairs, access client's bedrooms, drive a car and use the telephone.**

Qualifications

Education and Experience

- Ability to meet the Minnesota Department of Human Service Rules for qualifications of a mental health professional required.
- Experience working with people who have severe and persistent mental illness required.
- Advanced knowledge of evidence based treatment practices and methods required.
- Experience in a leadership and supervisory role preferred.
- Experience or knowledge of chemical dependency issues for adults with mental illness preferred.

Knowledge, Skills and Abilities

- Ability to intervene appropriately in crisis prevention and de-escalation when necessary.
- Ability to communicate effectively and persuasively orally, in writing and on both an interpersonal and group level.
- Knowledge and ability to facilitate groups.
- Excellent interpersonal skills with people from differing backgrounds and cultures.
- Ability to be flexible in meeting scheduling needs. Ability to work on agency holidays, as required.
- Ability to maintain confidentiality of client information and appropriate boundaries.
- Familiarity with Microsoft Office suite, particularly Microsoft Outlook.
- Ability to maintain a clean driving record, a current driver's license, and auto insurance coverage meeting Touchstone Mental Health policy limits.

The above statements are not intended to encompass all functions and qualifications of the position. Rather they are intended to provide a general framework of the essential requirements of the position. Job incumbents are required to perform other functions not specifically addressed in this job description.

Signature

Date