

COUNTY OF SOLANO

MENTAL HEALTH CLINICAL SUPERVISOR

Est. 07/06

DEFINITION

Plans, organizes, coordinates, and supervises one or more units or programs that address community support, social rehabilitation, continuing care and/or treatment of mentally, emotionally and behaviorally disturbed, and/or substance abuse clients and their families; ensures that work is performed in a clinically effective and efficient manner; serves as a technical resource to staff, clients, and the community in the absence of management staff.

CLASS CHARACTERISTICS

This is licensed, supervisory level classification responsible for compliance with legal and ethical regulations. All work is performed within the limits of licensing and professional standards and scope of practice, carrying out necessary activities without direction except as unusual circumstances arise. Employees participate in development and implementation of programs, services, quality assurance, and performance standards. Depending on assignment, incumbents may participate in contract development and/or monitoring. Judgment is required both in interpreting established policies, goals, and objectives, and in applying concepts, plans, and strategies. Employees monitor and review work in progress, providing technical assistance and guidance, and ensure that appropriate policies and procedures are followed. Incumbents assist managers in developing and monitoring the assigned budget. This class is distinguished from the Mental Health Services Coordinator in that the latter classification does not require a Marriage and Family Therapist (MFT) or Licensed Clinical Social Worker (LCSW) License, and is not responsible for providing clinical services or clinical supervision of professional staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Mental Health Manager, Administrator or Director.

Provides clinical and administrative supervision over professional, technical and/or clerical staff.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Plans, assigns, supervises, reviews, and evaluates the work of a mental health services or substance abuse program(s) or function(s) consisting of any combination of licensed clinicians, unlicensed counselors, paraprofessional and clerical staff.

Consults with individual staff to review assignments, work progress, case management, and problem resolution; makes recommendations regarding methods of treatment and the provision of services to meet client needs; serves as a program/function technical resource to all agency staff, clients, and community organizations.

Provides consultation, oversight and coordination of services to other agencies, private care providers, and treatment facilities; develops and maintains the division's community resources network; meets with community organizations, client and family member organizations, private individuals, agency administrators, and professional staff to gain cooperation in achieving program goals.

Represents the division before boards and committees, in public meetings, and to other government agencies in specific areas of assignment; serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.

Participates in developing procedure manuals and instructional materials and assists in developing and implementing program goals; assists management in evaluating program needs and in the development of effective program delivery.

Plans and conducts and participates in meetings.

May perform any of the duties typically assigned to the professional staff

May develop or assist in developing grant applications and program proposals to obtain state and federal funding; administers and oversees specially funded program(s) and/or functions(s); negotiates with service providers regarding procedures, costs, and other contract matters; may oversee and monitor contracts.

Reviews program proposals/plans to determine time-frames, funding limitations; develops recommendations for accomplishing program objectives, staffing requirements and allotment of funds to various program components; assists manager in operational and budgetary oversight of assigned programs including reviews to conform to quality assurance standards.

May have primary responsibility for developing and maintaining education and advocacy program; monitors and evaluates program performance in order to meet program goals and objectives.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Supervisory principles and practices including planning, assigning, and reviewing work, maintaining standards; employee development and evaluation.

Practices and administrative procedures of unit and shift coordination, including admissions criteria and procedures.

The principles, practices, techniques, trends and literature of clinical interviewing, diagnosis, and assessment and service coordination/case management; planning, development and implementation of comprehensive treatment plans.

Psychological, physical, and social aspects of mental disorders, chemical dependency, and recovery; appropriate treatment of targeted populations including cross cultural counseling; impact of cultural, gender or socio-economical status on manifestations of emotional distress and mental illness.

Federal, State and local laws, codes and regulations, and professional ethics governing mental health and substance abuse treatment.

Agency purposes, goals, and policies; services and activities of public and private health and welfare agencies including referral sources and community resources.

Community based services models including wellness and recovery and strength based approaches with clients and family members; theories, principles, practices and techniques of strength based consumer and family service delivery models.

Laws regarding treatment and supervision of out-patient services to mentally ill offenders as well as familiarity of justice agencies.

Ability to:

Plan, assign, supervise, review, and evaluate the work of staff; train staff in clinical casework techniques and methodologies; provide lead direction to a multi-disciplinary mental health treatment team.

Participate in program and budget planning and program evaluation; develop and implement program goals and objectives; identify program needs and establish priorities for the delivery of services.

Learn administrative principles and practices including basic budgeting, program planning and evaluation.

Assess clients' immediate psychiatric and psycho-social needs and insure clients' receipt of needed services; interview a variety of people with diverse socio-economic backgrounds, temperaments, and mental capabilities; recognize factors causing reaction or changes in client's condition or behavior; make referrals to other providers of mental health services.

Assist in the development and implementation of treatment plans and in the provision of rehabilitative services.

Prepare appropriate case files, legal and clinical documentation.

Work in stressful, emotional and confrontational situations; respond appropriately in crisis situations.

Understand, interpret and apply complex mental health technical materials and applicable laws, codes and regulations; prepare complex and detailed reports and records and maintain confidentiality of information.

Communicate orally and in written format and interact in situations requiring instructional, persuasive, consultative, counseling and motivational skills.

Deal effectively with clients of various ages and socio-economic and cultural groups including those with physical and/or emotional problems.

Recognize and respect limits of authority and responsibility.

Establish and maintain professional relationships with clients, children, representatives or the community served, employees of County departments, outside professional staff, and other agencies and the public.

Experience and Education/Training:

At least one year of experience in providing clinical and/or administrative oversight to newly hired and/or lower level staff in a mental health setting.

AND

Two years of experience equivalent to the Mental Health Clinician - Licensed in Solano County

OR

Four years of experience following licensure or registration for licensure in a mental health related setting providing direct services to mentally or emotionally disabled persons, including dual diagnosis and addiction issues for those assigned to the substance abuse settings.

AND

Current licensure by the State of California Board of Behavioral Science Examiners as either a Marriage and Family Therapist (MFT) or Licensed Clinical Social Worker (LCSW), or current licensure by the State of California Board of Psychology as a Psychologist.

Note: Loss of the required State licensure shall result in termination or reassignment, if such a vacancy exists and the incumbent meets the minimum requirements for the vacant position. (Such action will be taken in accordance with Civil Service Commission rules)

SPECIAL REQUIREMENTS

Independent travel may be required.

Driver's License: Possession of, or ability to obtain, a valid California Class C Driver's License may be required at the time of appointment. Loss of the Class C Driver's License is a cause for discipline. Individuals who do not meet this driver's license requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Assignment Requirements: Some positions in these classes may require work in an out-station location or in a setting with other professionals integrated as a team.

SUPPLEMENTAL INFORMATION

Psychotherapy: Incumbents provide non-medical psychotherapy to clients in accordance with State law and regulation as individual licensing permits.

Travel: Independent travel may be required to various work sites and client residences.

Background Investigation: Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation, and/or policy.

Compliance Agreements: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with mandatory child and elder abuse reporting, drug free workforce, and confidentiality.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

DONALD W. TURKO
Director of Human Resources

Est. Date: October, 2000, as Mental Health Clinician (Supervising) and Mental Health Program Coordinator

BOS Date: June 30, 2003

CSC Date: July 12, 2006