



## Job Description

<b>Job Title:</b>	Clinical Supervisor
<b>Program/Department:</b>	Concourse Scattered I & II
<b>Reports To:</b>	Program Director
<b>Salary:</b>	\$70,000
<b>FLSA Status:</b>	Exempt
<b>Status:</b>	Full-Time 40.00 Hours/Week

### Position Summary:

While utilizing educational and work experience in the human service field, the Clinical Supervisor will provide supervision to case managers, oversee service planning, advocacy and referral services to the program members in order to maximize their functioning and prevent hospitalization. Second in charge in Program Director's absence.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.)

- Oversee admissions process including, but not limited to required intake documentation for DOHMH, PACT and AWARDS.
- Review client's charts of all clinical staff regularly, for review of required documentation: HRA 2010 e-application, service planning tools, assessments, progress notes, sub-lease contracts, medical/psychiatric evaluations, medications management and authorizations for services.
- Provide weekly supervision to clinical staff and then bi-weekly as staff gain experience.
- Represent the Agency/Program at various meetings.
- Work in collaboration with consulting medical providers including: Psychiatrists, Therapists and substance abuse counselors within the guidelines of UPS—Concourse Scattered Program.
- Provide bi-monthly and/or quarterly clinical educational trainings for Clinical team.
- Provide daily direction to the Case Management staff.
- Communicate with family, collaterals, and other agency staff on behalf of clients to facilitate coordination of care within the constraints of the client's right to privacy.
- Attend weekly check-in supervision sessions with Program Director. Subject to change depending on performance, in addition monthly supervisions.
- Ensure the timely submission of time-sensitive documents by clinical staff.
- 24 hours on-call during off-hours and weekends.
- Responsible for submitting weekly and monthly reports in a timely fashion, i.e. PACT, DOHMH and monthly reports, etc.
- Ensure community and client involvement in meetings.
- Responsible for reporting incidents to the appropriate offices and managers.

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- Manage apartment's maintenance in collaboration with Program Director and building management office.
- Coordinate and provide vocational workshops/training and therapeutic group sessions.
- Responsible to visit apartments to assess and address crisis matters.
- Will be required to know and interpret agency and program protocol to clinical team regarding clients' documentation and clients' safety.
- Responsible to keep abreast of DOHMH and DHS guidelines as they relate to program.
- Responsible for additional managerial and directorial duties as needed in absence of Program Director.
- Other duties as assigned by the Program Director.

**Qualifications (Education and Experience): To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.**

MSW degree required and a LCSW/LMSW or an equivalent license i.e. Mental Health Counseling. (MHC)

Or a Master's Degree in a related field of study and required to obtain LCSW/LMSW or MHC license within 6 months of employment.

Minimum of two (2) years' experience working with the homeless adults diagnosed with a serious mental illness, strongly preferred.

Knowledge of the Department of Homeless Services (DHS) and Department of Health and Mental Hygiene (DOHMH) regulations for operation of a housing program.

Minimum of 2 years' clinical supervisory experience and prior experience providing residential programming for mentally challenged and substance using adults.

Proficient computer skills, Microsoft office Suite.

Ability to communicate in Spanish preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Requirements:**

Work Schedule: Monday – Friday 9:00 a.m. – 5:30 p.m.

Available 24 hours per day for cell phone contact in the event of an emergency.

Ability to work a flexible schedule as needed.

**Physical Requirements:**

- Work involves sitting and standing for prolonged periods of time.
- Ability to ascend/descend stairs up to six flights.
- Ability to lift up to 15 lbs.
- Able to navigate public transportation
- Able to withstand changing environmental conditions with weather (rain, heat, snow, and winds)

**DISCLAIMER:**

This job description and specifications reflects management’s assignment of essential and secondary functions. The job description is not intended and should not be construed to be an exhaustive list of all essential responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current position of Clinical Director. Management reserves the right to revise the job description or assign other or different tasks due to program needs and/or other reasons.

*My signature below indicates that I have received, reviewed and fully understand the job description for the Clinical Director. I further understand that I am responsible for the satisfactory execution of the essential functions described.*

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**Print & Signature (Employee Name)**

**Date**

<b>Approved by:</b>	<i>Director, Human Resources</i>
<b>Date Created:</b>	<i>07/15/2018</i>
<b>Date Revised:</b>	<i>05/2022</i>