



Job Title: Clinical Supervisor

Department: Counseling

Reports To: Counseling Services Manager

Status: Regular, Part-Time, Non-Exempt

Hours: 10-15 hours per week

JOB SUMMARY:

The Clinical Supervisor will provide individual and/or group supervision to a designated number of trainees/interns in accordance with BBS/BOP regulations.

ESSENTIAL FUNCTIONS:

- Provides weekly individual and group supervision and regular consultation to clinical supervisees focusing on clinical issues as they relate to individual cases. Provide additional support to supervisees as needed in crisis situations or when urgent issues arise.
- Assist staff to design and implement sound treatment plans and evaluate outcomes.
- Audit client charts to ensure quality and compliance with funder and agency program requirements
- Monitor and review supervisees' documentation on a regular basis. This includes reading and signing all assessments and client plans done by supervisees, as well as reviewing progress notes weekly.
- Complete periodic trainee/intern evaluations as required by school program and/or CPI.
- Monitor Supervisees' productivity. Communicate with supervisees about productivity as needed/requested.
- Participate in orientation and training of supervisees and Clinic staff as needed.
- Provide emergency response/crisis intervention for high-risk cases.
- Oversee the conducting of assessments by supervisees and assist with conducting assessments if needed.
- Provide at least one group training session per year to clinical staff on a relevant topic of your choice.



- Act as a mandated reporter in accordance with California law. Ensure consistency with professional ethics, laws and agency policies and procedures.
- Other duties as assigned.

ESSENTIAL COMPETENCIES:

- In accordance with BBS regulations, Clinical Supervisors must have been licensed for a minimum of 2 years prior to commencing supervision. Supervisors at CPI must also complete a minimum of 6 units of an approved supervision course every two years. Those who supervise ASW interns must complete a minimum of 15 units of an approved supervision course every two years (psychologists are exempt from this requirement).
- Demonstrated competencies in treatment of child abuse, domestic violence and trauma.
- Demonstrated knowledge and understanding of the impact of trauma on children and how it influences behaviors; training in Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Cognitive Behavioral Intervention for Trauma In Schools (CBITS) and other evidence-based practices for working with trauma are helpful.
- Demonstrated knowledge and understanding of child development, cultural influences, and family dynamics.
- Demonstrated competencies in continuous improvement, continuous learning, accountability, and teamwork.
- Interpersonal skills: cooperates and collaborates effectively. Displays a professional demeanor. Promotes a cohesive, team-oriented environment. Ability to work effectively with a wide range of personnel and clients in a diverse community.
- Communications: expresses ideas clearly, concisely and effectively, both orally and in writing. Practices effective listening skills and communicates using a non-judgmental, strengths-based approach. Positively represents CPI to clients, employees, and outside contacts.
- Demonstrated time management and organization skills.



KNOWLEDGE, SKILLS AND EXPERIENCE:

- Minimum of two (2) years experience as a mental health clinician skilled in working with a wide range of child and adult mental disorders including crisis management.
- Minimum of two (2) years experience working with children and their families with histories of abuse and trauma.
- Competency in working with young children, aged 0-5, years and their caregivers.
- Experience in a social service or non-profit mental health agency recommended.
- Knowledge and understanding of professional legal and ethical obligations.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Bilingual (Spanish/English) preferred, but not required.

LICENSE REQUIREMENTS:

Licensed in the State of California as a Marriage and Family Therapist (LMFT), Clinical Social Worker (LCSW) or Clinical Psychologist (Ph.D. or Psy.D.) for a minimum of two (2) years.

PHYSICAL REQUIREMENTS:

- Ability to lift 25 lbs (supplies)
- Prolonged sitting and working on a computer and telephone.

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Child Parent Institute, nor does it in any way alter the at-will employment relationship that exists between employees and Child Parent Institute. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description. CPI is an equal opportunity employer.