



POSITION DESCRIPTION

Title: Mental Health Clinical Supervisor

Department: Student & Family Services

FLSA Classification: Non-Exempt

Bargaining Unit: Classified Supervisory

Work Year: 11-Month

**Reports to: Assistant Superintendent.
Student & Family Services**

Board Approval Update: TBD

Salary Grade: Supervisory Salary Schedule Range -138

Primary Function:

Under general direction, of an Assistant Superintendent or Director, supervise Behavioral Health Clinicians and other behavioral health care professionals, paraprofessionals and/or interns. Supervise and coordinate a multidisciplinary and ancillary support staff in the provision of mental health services to Santa Rosa City Schools clients. Provides daily administrative oversight to the team, with technical supervision of licensed clinical staff exercised in accordance with scope-of-practice guidelines

Essential Job Responsibilities include, but are not limited to the following:

1. Coordinates the day-to-day operations of clinic/program services.
2. Supervises a multi-disciplinary staff of clinicians; confers with staff regularly regarding techniques used, case progress, and related matters for the purpose of promoting and evaluating professional development and assuring quality of care, as well as reviewing work in progress.
3. Conducts regular case conferences with clinicians and interns for supervision and consultation; reviews psychiatric case records and selects cases for discussion; supervises staff in assessing social, emotional and economic causes of problem behavior and mental or emotional disorders and in developing and modifying treatment and approves alternative plans, termination or transfer of cases; supervises consultation activities of employees; is responsible for assignment and reassignment of employee caseload.
4. Coordinates the assignment of cases, conducts staff meetings and provides training; schedules staff to provide for clinic coverage; evaluates work performance; assists in disciplinary proceedings.
5. Personally maintains a small caseload or handles some of the more complex cases; performs a variety of direct clinical, diagnostic, treatment, and outreach services, as needed.
6. Ensures compliance with related federal, state and local regulations, as well as departmental and county policies and procedures.
7. Participates in the establishment or revision of Santa Rosa School Board policies, procedures, LCAP goals, and objectives.
8. Provides consultation to student interns and non-clinical staff regarding clinical health services, programs, and guidelines.
9. Assists the Assistant Superintendent, Student, and Family Services, with program planning, implementation and evaluation activities.
10. Participates in community outreach and public relations activities.
11. Be able to be available during non-traditional hours as assigned.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The equivalent of two years of post-license social work experience in a recognized social services or mental health care setting involving problems of mental or emotional adjustment and the use of psychiatric consultation. (Note: Previous experience involving lead or supervisory responsibility is desirable.)

Knowledge and Skills

- Current theories, principles, and practices for services to clients with serious behavioral health care symptoms and diagnosis.
- Psychological diagnostic methods and terminology
- Cultural and social factors affecting behavior patterns
- Wellness, recovery and resiliency oriented strategies and supports
- Dual recovery/co-occurring disorder treatment, screening and assessment tools
- Community needs, resources, and organizations related to behavioral health care
- Clinical standards of practice and licensure requirements
- Principles and practices of direct client service delivery
- Applicable federal, state and local laws, rules and regulations
- Office administrative practices and procedures, including records management and the operation of standard office equipment
- Computer applications related to the work

Abilities

- Plan, supervise, review and evaluate the work of staff
- Interpret, explain and apply regulations, policies, and procedures
- Communicate effectively both orally and in writing

Education and Experience, Any combination of education and experience that would likely provide the knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

- Possession of a Master's degree from an accredited school in social work, marriage and family therapy, psychology, counseling.

Licenses/Certifications:

- Valid California Driver's License
- A valid, active license as a Licensed Clinical Social Worker issued by the State of California Department of Consumer Affairs, Board of Behavioral Sciences.

Or

- A valid, active license as a Marriage and Family Therapist or Marriage, Family, and child counselor issued by the State of California Department of Consumer Affairs, Board of Behavioral Sciences.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

*Light physical effort which may include occasional light lifting to a 10-pound limit, and some bending, stooping or squatting. Considerable walking may be involved