

Ithaca Alpha House Center, Inc.

JOB TITLE: Clinical Supervisor
HOURS: F/T
POSITIONS SUPERVISED: None

Dept. Supportive Living Program
FLSA STATUS: exempt
SPECIAL REQUIREMENTS:
NYS Drivers' License
QHP Status

JOB SUMMARY:

The Supportive Living Clinical Supervisor performs a wide range of clinical, administrative and supervisory functions under the general supervision of the Treatment Director. Activities include daily management of the Supportive Living Unit including but not limited to clinical supervision of Supportive living Case Manager(s), technical supervision of all client files; clinical documentation; oversight of the facility's physical plant, program planning and crisis intervention. Manage a caseload of up to 15 clients, Provides overall monitoring of participants enrolled in the Supportive Living Services Program. Act as the agency's liaison with the facility's landlord, the outpatient staff providing direct care services, and other community agencies providing services to participants of the program.

ESSENTIAL FUNCTIONS:

Interact professionally with a wide range of individuals and agencies to gather information relevant to the participant's compliance with treatment plans/contracts. Develops and implements recovery oriented programming utilizing community resources. Other responsibilities include: collection of rental payments, monitoring the overall cleanliness and conditions of the facilities and monitoring the activities of program participants. As well the Supportive Living Clinical Supervisor must make regular planned and random visits to the facilities to assess each participant's adjustment to independent living including identification of any problem areas. Create regular reports documenting individual client progress including recommendations regarding client's progress throughout aftercare. Facilitation of house meetings, development of individualized service plans, on call availability and ensures that supportive living client charts are maintained and in OASAS compliance.

Participate in the development and implementation of program plans; prepares and submits clinical reports to Treatment Director; serve in utilization review sessions and is a member of CARS quality assurance team, provides immediate supervision of clinical staff including conducting regular performance reviews and maintaining supervisory records; oversees preparation and implementation of program and staff schedules; performs review and supervisory maintenance of official records including treatment plans, progress reports, session and group notes, and discharge/aftercare plans; reviews resident admission applications; acts as liaison with community agencies/criminal justice system to coordinate resident care and explain and promote agency services; participates in agency meetings as assigned and scheduled.

EMPLOYMENT STANDARDS:

Education/Experience: Bachelor's Degree (Master's Degree preferred) in Human Services, Psychology, Social Work, or related field. Qualified Health Professional (QHP) status with at least four years of chemical dependency treatment experience including one year of clinical supervisory experience desired. Appropriate experience may be substituted for a degree.

Knowledge: General principles and practices of personnel management and clinical supervision. General knowledge of the physical, mental, emotional and social ramifications of substance abuse; general knowledge of substance abuse counseling techniques; group dynamics and techniques of conducting psycho-educational and

therapy groups; general understanding of the principles of Adult Learning; interviewing techniques; generally accepted crisis intervention techniques. Understanding of OASAS regulatory compliance issues for this level of care.

Skills: Use of telephone/ cell phone, copy machine, fax machine, computer and word processing, data base and report generating software programs, alco-sensor breathalyzer. As well public speaking, identifying and resolving personnel performance problems, interpreting and complying with government regulations are necessary.

Abilities: To communicate effectively with staff, referral agents, third-party payment agents, client collateral's and the general public; to supervise and evaluate the generation and maintenance of accurate clinical documentation; to effectively teach complex principles relative to Mental Health and Substance Abuse theory and treatment; to manage multiple and concurrent responsibilities; to meet deadlines; to work under stress; to maintain a professional work environment. To listen, understand and appreciate the experience of clients; to establish rapport and meaningful therapeutic relationships with clients; to provide positive role modeling; to inspire respect, confidence, determination and trust in clients; to facilitate the process in which clients are motivated to adopt positive values and behavior patterns; to perceive and describe changes in client behavior; to generate and maintain accurate records as required; to assess client progress towards independent living and to accurately assess level of care and appropriateness of clients for services.

Licenses/Certifications: Valid NYS driver's license and good driving record. QHP status as a CASAC, LMSW, RN or other identified Qualified Health Professional license or certification in the state of NY.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required by their supervisor.

Effective Date: 07.27.2007