

**Position Title:** Clinical Supervisor  
**Reports to:** Associate Director  
**Hours:** 20/week, Non-Exempt  
**Location:** San Luis Obispo County  
**Salary:** \$30-35/hour  
**Apply By:** Position is open until filled.

Please submit a resume, and cover letter electronically to [hr@standstrongnow.org](mailto:hr@standstrongnow.org). NOTE: Please put "Clinical Supervisor" in the email subject line. No calls, please. Submissions will be reviewed on an ongoing basis until the deadline. Visit [www.StandStrongNow.org](http://www.StandStrongNow.org) to learn more about us.

### **Purpose and Responsibilities**

Under the direction of the Executive Director and Director of Counseling Services, the Clinical Supervisor is responsible for providing support and assistance in the supervision and coordination of the counseling programs of Stand Strong. This position involves coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required.

### **Job Duties include:**

- Provide individual and group supervision to agency counselors
- Instruct the counselors in conducting appropriate diagnosis and treatment planning; ensure appropriate treatment closure and ensure provision of community referrals in cases when additional mental health treatment is indicated
- Assist therapists who are providing counseling at the various contracted school sites and counseling centers in completing quarterly treatment reviews of every adult and child client to evaluate treatment progress, review, update treatment plans, determine length and termination date of treatment and sign off on all treatments plans
- Provide guidance and oversight on ethical/legal issues relevant to the counseling profession; ensure the utilization of relevant clinical instruments; ensure therapeutic best practices
- Be available by phone for consultations with therapists when they require immediate feedback/assistance about clinical issues
- Develop and implement the Medi-CAL program
- Act as liaison for The Holman Group (Medi-CAL third-party agency)
- Supervise and manage all Medi-CAL designated therapist
- Ensure The Holman Group treatment plans and billing forms are properly filled out and submitted on a timely basis

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- Provide mentorship and insights from "real world experience" to therapists in training for the purposes of educating therapists about best practices and how to become successful professionals in their chosen field.
- Monitor the therapist's compliance with all ethical and legal counseling standards including child abuse, dependent adult and elder abuse reporting. Contact the Board of Behavioral Sciences (BBS) and/or California Marriage and Family Therapist Association (CAMFT) when further professional consultation is warranted. In conjunction with the Director of Counseling Services, determine when an additional psychological opinion or outside consultation is appropriate.
- Monitor clinical files to ensure they are complete and meet all agency and professional standards.
- Assist in ensuring that counselors organize clinical files and dispose of old clinical files as per applicable laws
- Report suspected child abuse, elder abuse and dependent adult abuse, as per state law.
- Participate in weekly Counseling Program meeting with Director of Counseling Services to debrief about any relevant administrative or programmatic issues or concerns.
- Attend biweekly all-staff meeting and other meetings as requested by the Executive Director.

**Key Characteristics:**

- Excellent communication skills.
- Works closely cooperatively, and collaboratively with others.
- Strong work ethic and shared commitment to our vision.
- High level of initiative and reliability.
- Acts on and makes timely decisions with Executive Director, takes responsibility for own results, and maintains a professional image.
- Open to acquiring new expertise and skills.
- Observant and able to anticipate and respond quickly to needs of clients and staff.
- Enjoys problem-solving and is willing to find creative solutions.
- Adapts to and works effectively in a variety of situations.
- Identifies new ways to improve quality and productivity. Uses available resources efficiently (e.g. people, time, materials, equipment).
- Adaptability – Ability to be flexible when changes occur. Able to anticipate and bring about change when needed.

**Qualifications**

- MA in Clinical Psychology or other related program
- 5 years' experience as a therapist or counselor in a clinical setting

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- 2 years' experience supervising trainees and associates
- Current mental health professional license (LMFT, LCSW, LPCC, Psy.D, Ph.D.)
- Valid California Driver's License and current vehicle insurance
- Strong oral and written communication skills.
- Able to work independently.
- Ability to handle sensitive issues with discretion and confidentiality.
- Demonstrate cultural competency and awareness in dealing with diverse populations.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with Payroll and HR management systems. Payroll Maxx Experience a plus.
- Ability to learn new technologies and software.
- Must possess strong planning and organizational skills, as well as the ability to manage multiple tasks, meet deadlines and respond to changing priorities.
- High level of interpersonal skills and the ability to handle sensitive and confidential situations and documentation.
- Knowledge of office administration procedures.
- Fluency in English, with fluency in Spanish a plus.
- Bachelor's degree preferred.

#### **Requirements**

- Must satisfactorily pass a background check (paid for by employer).
- Must have a valid CA driver's license and proof of current automobile insurance.
- Completion of Stand Strong's 40-hour DV training program as soon as possible upon employment at Stand Strong.

#### **Please Note**

- Stand Strong is an equal opportunity employer (EOE).
- This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at WSP.
- Some amount of stooping, kneeling, bending, lifting, walking, carrying and other movements may be required. The position will require extended periods of time sitting and working on a computer keyboard that will involve extensive wrist and hand movement. The employee will be required to perform these movements without risk of injury to themselves or others, or to demonstrate how they can perform the essential functions listed above.

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