



JOB DESCRIPTION: Clinical Supervisor Counseling

Reports to: Chief Program Officer

Summary:

Under the supervision of the Chief Program Officer, the Clinical Supervisor leads and ensures that all counseling services provided to clients and families are being implemented through a client-driven wellness and recovery model that is strengths-based, culturally relevant, trauma informed, consumer driven and outcome based. Clinical Supervisor is responsible for managing and supervising the daily clinical activities of the counseling programs and provides therapeutic services to victims of domestic violence and/or sexual assault and their family members using evidence-based practices with a specialization in trauma treatment. Provides clinical supervision to MFT/MSW Trainees/ interns assigned to business center offices and/or shelter-based counseling services, and other related topics for CRC staff and volunteers.

Essential Functions and Responsibilities:

1. *Therapeutic Services:*

- Ensure that the agency consistently provides high quality, professional counseling and psychotherapeutic services, maintains appropriate documentation, stays current on research and developments in the field, and disseminates "best practice" information to the clinical staff as appropriate.
- Conduct intake interviews and psychosocial assessments with assigned clients.
- Develop treatment plans, including appropriate referrals to CRC and other relevant services.
- Provide short-term individual, couple, group, child, and family therapy to victims of domestic violence and/or sexual assault and their family members using evidence-based practices, with a specialization in trauma treatment and holistic mental health promotion.
- Engage in professional development to maintain up-to-date on evidence-based therapeutic interventions for trauma treatment and psychological health promotion strategies.
- Maintain professional certification as required by California Board of Behavioral Sciences and certification as Domestic Violence Counselor and Sexual Assault Victim Counselor under California evidence code.

2. *Trainee/Intern Supervision:*

- Provide ongoing on-site clinical supervision of masters-level clinical staff, trainees and interns, and licensed staff, including orientation, individual, family, group supervision and evaluation of performance.
- Ensure that intakes, treatment plans, progress notes, counseling and group services are scheduled and documented in a timely manner, according to confidentiality and safety protocols.
- Ensure that groups and classes are running effectively with adequate staffing. Co-facilitate groups as needed and necessary.

3. *Training and Consultation:*

- Provide clinical consultation to staff from other CRC departments, participating in multidisciplinary case reviews as appropriate.

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- Stay informed of and disseminate to staff information related to the legal and ethical issues involved in counseling.
- Responsibly ensure counseling programs comply with HIPAA laws.
- Coordinate or provide trauma-informed counseling training, and other related staff development activities.

4. Documentation and other Administrative Responsibilities:

- Maintain thorough and accurate client files as required by agency policy and through electronic data management system.
- Protect client confidentiality, following protocols to obtain signed informed consents for release of information.
- Ensure proper protocols for contract compliance, reporting, meeting goals and objectives, quality assurance, documentation, and billing.
- Engage in clinical program growth & development, implementation, and evaluation, as directed.
- Contribute to the development of client-sensitive policies and procedures supporting trauma-informed counseling services.

5. Teamwork and Community Relations

- In collaboration with Program Managers/Directors, ensure coordination and collaboration among all CRC programs and services, and provide support to integrated multi-disciplinary approach to client services.
- Assist in establishing and maintaining positive relationships with organizations and agencies to raise awareness of sexual assault and domestic violence, promote CRC services, and build a referral base for therapeutic services in areas that are beyond CRC's Counseling Services scope or expertise.
- Carry out special projects and other duties as assigned

Requirements:

- Required California state-licensed LCSW (preferred) or LMFT.
- Completion of required Clinical Supervision Certification through either AAMFT or CAMFT per California Board of Behavioral Sciences.
- Completion of 40-hour California state approved Domestic Violence training
- Minimum of one years' experience providing counseling services in nonprofit setting
- Demonstrated knowledge of sexual assault and domestic violence issues and prevention & intervention strategies.
- Ability to work with clients and staff of varied backgrounds, educational levels, and ethnic origins. Must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicity, sexual orientation, abilities, and religious backgrounds
- MS Office expertise: Word, Excel, PowerPoint, Outlook properties

Physical requirements:

- Office environment: keyboarding, mousing, computer use
- Sitting for long periods of time
- Other physical requirements involve walking, stair climbing, lifting, stretching, bending, etc., through a regular workday
- Lifting of up to 25 lbs.

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This is a permanent, exempt position, requiring a minimum of 30 hours weekly. Salary: DOE.

This position is subject to background checks including FBI, Department of Justice, and those required by Federal contracts. CRC is an Equal Employment Opportunity employer.

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