31 East Avenue, Woodstown, NJ 08098
1514 Kings Highway, Swedesboro, NJ 08085
1919 Kings Highway, 2nd Floor, Swedesboro, NJ 08085
1117 East Landis Avenue, Vineland, NJ 08360

Job Description - Clinical Supervisor

Position: Clinical Supervisor

Department: Clinical

Reports to: Owner

Classification: W-2

Status: Hourly

My Therapy Connection(TM) is committed to providing the highest level of clinical counseling services, as well as continued education and training for our therapy providers. The Clinical Supervisor is responsible for providing clinical guidance and supervision to therapists and therapy interns.

Essential Function

This position is responsible for providing supervision for up to 10 clinicians & interns assigned to the Supervisor's team; and is responsible for ensuring all administrative tasks related to supervisory duties are completed. The supervisor is responsible for ensuring that team members adhere to practice policies and procedures; and follows MTC's Clinical Supervision and Documentation Standards. The Clinical Supervisor ensures that team members adhere to ethical guidelines, laws and standards of their licensed profession.

Daily Responsibilities and Duties

Core duties and responsibilities include the following:

- Provide clinical supervision for the practice therapists and interns, either through individual, dyad, or group format in line with licensee requirements; and ensures accurate record of time is kept
- Provide case management services as necessary and/or communicate with other healthcare providers involved in supervisee's cases as necessary
- Oversees and signs off on hours towards advanced clinical licensure for those therapists applying for their professional license; and provide documentation to Clinical Director on a monthly basis
- Collaborates and meets with the Clinical Director regularly ensuring that client and practice needs are met
- Is responsible for the documentation of any client emergencies, such as any duty to warn, safety concerns, reporting to any agency; receipt of subpoenas or court orders
- Be available at all times for supervisee/intern crisis and emergencies. If supervisor is unavailable, finds supervision coverage for team in his/her absence; and communicates about the coverage to team; and available to fellow clinical supervisor team member emergencies in the event of their supervisor's absence. Available for supervision and consultation for urgent clinical situations for all practice therapists
- Provides consultation to therapists on multiple topics such as, but not limited to, reporting of abuse, such as with children or elderly, completing an involuntary emergency psychiatric evaluation, legal proceedings involving clinical concerns, or other clinical or crisis issues with clients of the practice
- Provides clinical support and feedback when reporting situations to law enforcement and outside requests for protected health information (PHI); and provides clinical guidance regarding release of information and appropriate HIPAA disclosures for PHI

- Responsible for ensuring team members are keeping their schedules in line with the agreement upon hiring
- Maintains continued review and evaluation of progress notes, tx plans, MH status exams completed by supervisees to ensure notes are timely placed in EHR within 24 hours of client session
- Ensures team's clients are billed within 24 hours of session time
- Ensure that team adheres to legal and ethical guidelines of the profession as well as adhere to documentation and billing requirements of insurance companies, and ensure team does the same
- Reviews and signs off on progress notes, treatment plans and other HIPAA protected client information in supervisees file for accuracy and appropriateness
- With input from office manager and clinical director, performs performance evaluations in line with practice policy and procedures
- Assists in onboarding of new therapists; and with orientation and training of new therapists when needed
- Take an active role in the development of interns, pre-licensed, and licensed clinicians to ensure they are providing the best possible care for clients on their caseload
- Participate in the development of clinicians and interns by making recommendations to management about training needs, client needs, and areas of strengths and weaknesses
- Follow and implement company policies and procedures as outlined in the company employee handbook, and ensure supervisees do the same
- Report to the Clinical Director any job performance related issues of the therapists
- Monitor client retention rates to ensure they are at or above 80%
- Maintain a professional appearance and attitude in interactions with others
- Ensuring that team members maintain Continuing Education credits and all necessary requirements to keep licensure active, and provide proof of same to administrative staff.
- Track supervisee's CEU's to ensure hours are being maintained in accordance with license
- Demonstrate self-motivated attitude and ability to perform responsibilities of position with limited supervision
- Maintain open communication with other members of the staff on a daily basis
- Demonstrate the ability to effectively multitask
- Keep work area clean and organized
- Demonstrate a willingness to learn new skills and techniques and display a teachable attitude when learning a new skill
- Participate in the training and development of staff
- Perform related work as assigned
- Uphold the mission, vision, & values of MTC at work and in the community
- Coordinate with the Intake Coordinator regarding schedule availability, client conversion rates, and upcoming openings and discharges
- Assist management by filling in at community events, trainings, and meetings when needed
- Contribute content to company newsletter, social media and blogs
- Responsible for data reporting and analysis as requested by clinical director, office manager, COO or Practice Owner
- Provides assistance as needed to intake coordinator in taking referral calls and assigning to therapists

Essential Skills Needed

The following describe the preferred skills, knowledge, and abilities needed to successfully perform the duties of the position:

- Must demonstrate the ability to clinically assess complex cases
- Must be able to lead a team of growing therapists and be able to motivate and inspire team

- Possess excellent interpersonal skills; able to get along well with a diverse group of people; supervisees, clients and co-workers.
- An adherence to following HIPAA laws and confidentiality standards pertaining to patient information.
- Make decisions independently based on what is best for clients and the practice
- Ability to complete timely and accurate documentation
- Demonstrates the highest level of ethical behavior and clinical decision-making
- Must be able to operate basic office equipment such as copiers, telephones, scanning, etc.
- Speak, write, read and understand the English language well enough to perform the essential duties of the job.
- Possess the dexterity to use the required tools to accomplish the tasks of the position.
- Must demonstrate a strong work ethic
- Must demonstrate punctuality, timeliness, and maintain an organized schedule
- The ability to manage others
- Must possess excellent clinical judgment
- Must demonstrate tact, initiative, resourcefulness, a professional manner, enthusiasm, and a non-judgmental attitude
- Must understand the therapeutic process, understand confidentiality laws, and have strong knowledge of professional ethics
- Must be able to demonstrate compassionate care, and be able to communicate with persons from all educational and cultural backgrounds
- Has a desire to grow within the company

Physical Requirements

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 may be required to lift 10 lbs. Must be able to hear, see, use arms and navigate around work areas.

Education/Experience Requirements

- Masters in Psychology, Counseling, Marriage and Family Therapy, or Doctorate of Psychology required.
- Licensure for State where practicing (LPC, LCSW, LSW, LMFT, Licensed Psychologist) required.
- Possess Approved Clinical Supervisor Certificate and/or is an approved AAMFT Supervisor
- Possess and demonstrate sound clinical and professional judgment.
- Must be able to use computer software, such as electronic health record

I have read and understand the duties discussed and listed above and I am able to work the schedule and carry out these duties and responsibilities. I also understand that my employment is "At Will".

Employee signature

Date

Unsigned copy. New hires sign their job description in the MTC Talent Hub.