

Children of the Immaculate Heart

The Refuge, STRTP for 12–17-year-old CSEC females

JOB DESCRIPTION

Children of the Immaculate Heart is considered a leading agency in the spaces we helped create and our programs have expanded and grown over the 8.5 years we have provided mental health services to children and families in our communities.

CIH is looking for a dedicated and committed **Clinical Supervisor** to join our leadership team and help ensure sustainability for the future. Persons applying must believe in the mission of CIH and that the work we do as an agency makes a real difference in the lives of the children, youth, and families that we serve.

Children of the Immaculate Heart has one opening for a full-time **Clinical Supervisor** Position who will fulfill STRTP requirements for Administrator and Head of Service for a 6-bed facility for 12-17 year-old CSEC youth.

Position:

Clinical Supervisor

FLSA Status and pay:

Exempt, \$75,000.00 - \$100,000 per year, BOE

Job Summary:

The Program's Clinical Supervisor will be employed full-time and is responsible for ensuring that youth receive appropriate mental health treatment services and that such services are timely documented in reports. Overseeing the daily Head of Service and Administrator tasks, the Clinical Supervisor is responsible to supervise all aspects of assigned clinical programs, which includes day-to-day supervision of staff, program development, ensuring contract compliance, interagency coordination, developing and maintaining relationships with funding sources, and responsibility for all programmatic reports. Provide individual, family, and group therapy to children, youth, and families. May also include supervision of non-clinical staff and/or student trainees. The Clinical Supervisor's time will be roughly divided as follows:

- 50% - Provides day-to-day clinical staff supervision ensuring adherence to model and program. Trains new staff in the program/model, receives and assigns all incoming

referrals, conducts quality and model-adherent assurance evaluations, and monitors the efficiency and method of services delivered.

- 20% - Provides program development, contract compliance, interagency coordination, and maintains relationships with funding source(s). Implements programs, ensures program compliance, and conducts regular program evaluation, implementing change as needed.
- 15% - Maintains regular client caseload and assists in the facilitation of psycho-educational classes.
- 10% - Compiles and reviews monthly and annual program and statistical reports and billings and ensures compliance with all funding sources for programs supervised.
- 5% - Reviews monthly financial statements for programs as provided by the Finance Department.

Qualifications:

The position of Clinical Supervisor, while executing Head of Service and Administrator job responsibilities shall meet the requirements of at least one of the professional disciplines in Section 623 through 630 of Title IX of the California Code of Regulations, which include the following: Psychiatrist, Psychologist, Social Worker, Marriage, Family, and Child Counselor, Nurse, LVN, Psychiatric Technician, or Mental Health Rehabilitation Specialist.

- **Minimum of 2 years' experience as a licensed therapist** with preferably at least 5 years of counseling experience.
- Must have additional experience including supervision of staff who are supervising youth in a licensed child care facility, program development, and collaboration with funders and community organizations.
- Proven abilities in the areas of written and oral communication, knowledge of child welfare laws, and community resources.
- Knowledge of computers, HIPAA regulations, and electronic health records.
- Must have a valid driver's license, current automobile insurance, and a vehicle for business use.
- Must submit to and pass DMV driving check, as well as background and fingerprint check.

**All other duties as assigned*

Key Performance Indicators

- The Refuge stays compliant with all Community Care Licensing, Department of Social Services, BHS, and OSHA regulations for STRTP's.
- Residential and Mental Health staff are held accountable to follow the policies and procedures in the home.
- All required reports submitted to overseeing agencies on time.
- Staff remain compliant with all required trainings.

- Major safety incidents posing risks to clients and staff do not exceed one per month.

Essential Duties and Responsibilities

Specific duties and responsibilities that the Head of Service will be held accountable for include, but are not limited to:

1. Staff Supervision and Mental Health Program Oversight

- Directs the Refuge's Mental Health Program, making sure that the youth receive all the services necessary and maintaining a safe, healthy, and therapeutic environment.
- Development of mental health staff schedules, training schedules, mental health treatment service schedules, medication schedules, and any other schedules for the operation of the STRTP mental health program.
- Reviews youth's intake and assessment to ensure they have a diagnosis that meets STRTP criteria.
- Ensuring the mental health services identified on each treatment plan are provided and appropriate to meet the individual needs of the child.
- Ensure each child residing in the STRTP has commonality of needs with other children in the STRTP.
- Ensure they meet the criteria for medical necessity.
- Find resources for the youth and family to maintain a stable home once the youth returns to the community.
- Refer the youth to a psychiatrist if biochemical imbalances may affect their functioning.
- Coordinate educational, recreational, vocational, or other services with community agencies that can also help the youth.
- Review the youth's chart and supervise the staff who are treating them.
- Participate in the Child and Family Team as needed to direct the youth's care.
- Oversee arrangements for transportation to other services if not provided by the STRTP.
- Supervision of mental health staff.

2. Maintain Compliance with Applicable Laws and Regulations

The Head of Service is responsible for the STRTP mental health program's compliance with these regulations and applicable laws. The Head of Service shall manage both the clinical and administrative components of the STRTP mental health program. These duties shall include, but are not limited to:

- Maintaining a safe, healthy, and therapeutic environment at the STRTP
- Ensure that every child admitted to the program has a mental health assessment
- Ensure compliance with documentation and recordkeeping.
- Ensuring all mental health staff are compliant with their required trainings and that their respective licenses are up-to-date and CEU's are completed on time.
- Monitor the quality of the mental health services provided to the children.
- Arrangements for special provision of mental health services to children with disabilities including visual and auditory impairment.

3. Residential Management

- Accountable for budget compliance and petty cash reconciliation.

- Accountable for compliance to CDSS / CCL regulations, and DHS/ Licensing regulations
- Accountable for a safe work and living environment
- Accountable for the consistent application of company policies and procedures
- Accountable for up-to-date Resident Files
- Assist with intake and discharge events/tasks
- Ensure all intake paperwork is completed correctly, signed and up-to-date
- Attend the weekly Treatment Team
- Supervise follow up on the medical needs of each resident

4. Human Resource Management

- Recruitment and hiring of capable staff with Executive Director
- Orientation of new staff
- Overseeing compliance for all staff training
- Maintain up-to-date Personnel Files with the assistance of the Office Manager
- Administer annual performance appraisals
- Motivate and monitor in-service training hours for each employee
- Administer performance warnings and discipline as needed
- Maintain records for all employees PTO

5. Social Activities Management

- Accountable for a posted weekly /monthly recreational schedule.

6. Housekeeping Management

- With the Assistant House Manager and Maintenance Man, maintaining all appliances and household functioning, accountability for “curb appeal,” and pest control.

7. Facility and Transportation Maintenance Management

- Accountable for reporting house maintenance/repair needs to Assistant House Manager or Maintenance Man.
- Accountable for the cleanliness and operating condition of facility assigned vehicles
- Report inspections and concerns to Maintenance Supervisor as scheduled or as needed

8. Marketing & Recruiting Management

- Assist in the recruiting efforts for residents under direction of the CEO
- Accountable for admission process of new residents.
- Assist in the discharge plan process.

9. Risk Management

- Accountable for application of all safety policies by the company and the state regulating agencies.
- Accountable for monthly fire drills.
- Accountable for having personnel prepared with the agency’s *Emergency and Disaster Plan*.

Principal Interactions:

The primary relationships include the CEO, Residential Staff, and Mental Health Program Staff.

Authority Level:

Residential and Mental Health Program Management

Supervisor: Chief Executive Officer (CEO)

Language Skills:

Ability to read, analyze, and interpret all company policies and House Manuals. Ability to write clearly. Ability to effectively present information and respond to questions from residents, other child-care workers, staff, and administration. Bilingual candidates are encouraged to apply.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format.

Education:

Master's Degree in Social Work or Marriage, Family, and Child Counseling, PsyD, or other higher degree in psychology. Must be a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC) or other licensure registered with the California Board of Behavioral Sciences (BBS).

Required Certificates, Licenses, Registrations:

- Licensed Psychiatrist, Licensed Psychologist, Licensed Marriage, Child, and Family Counselor, Psychiatric Technician, Mental Health Rehabilitation Specialist
- A valid driver's license from the state of California
- First Aid certified or ability to become certified within two (2) months of employment
- Medication Management certified

Physical Demands:

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift and /or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job: occasional exposure to uncontrolled physical behaviors of a resident such as screaming, kicking, or throwing objects.

Benefits:

- 401(k)
- Dental insurance
- Professional Development Assistance
- Health insurance
- Paid time off
- Vision insurance