

# Position Description

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

<b>General Information</b>		
<b>Position Title:</b> Clinical Supervisor, Student Assistance Program	<b>Location:</b> Main Office/Program Site(s)	<b>Date:</b> August 2020
<b>Reporting Relationship(s):</b> Position reports to the Director, School Services Department		<b>FLSA Classification:</b> Exempt

## **General Summary**

The Student Assistance Program is a school-based substance abuse program for the prevention/early intervention of youthful alcohol and drug abuse. The Clinical Supervisor’s primary responsibilities are to provide individual and group clinical supervision under the general supervision of the Program Director, in accordance with OASAS standards and guidelines to licensed and unlicensed master’s level mental health professionals. The emphasis of alcohol and other drug prevention is multi-faceted and includes meeting of clinical benchmarks for quality care and productivity, ensuring proper care is being provided in accordance with program contracts and ensuring ongoing relevant clinical training. Duties include, but are not limited to, establishing clinical practice policy, case consultation, reviewing clinical documentation and monthly file auditing.

## **Duties and Responsibilities**

- Collaborate with the Prevention Program Coordinator to ensure effective and efficient program oversight and service delivery.
- Provide clinical supervision to the Student Assistance Counselors in the assessment process of referred students to determine whether the Student Assistance Program clinical services can provide the treatment indicated or client should be referred to community resources.
- Provide support and direction to counselors on clinical intervention strategies, services, group therapy dynamics, and mental health/substance use screenings as necessary to ensure quality service delivery.
- Responsible for overseeing the application of advanced specialized counseling techniques, using trauma informed care in the assessment, rehabilitation and adjustment of at risk adolescents in collaboration with mental health facilities, outpatient clinics and other community based services.
- Review and approves all clinical documentation (service plans, discharge) and conduct regular quality assurance, and ensures all record keeping is completed on a timely basis through Comet system.
- Collaborates with Comet development and support to ensure data system meets reporting and compliance needs.
- Assess and evaluate counselors by developing methods to enhance strength and skill sets
- Participate in conferences with counselors, school and community treatment professionals to discuss diagnosis and treatment of clients.
- Assists with the development and planning of the Prevention conference by sitting on the Prevention Consortium.

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- Design and conduct staff development programs for Student Assistance Counselors and school personnel; design-and conduct educational programs for parents and students.
- Coordinate professional development opportunities for counseling staff through trainings, webinars and speakers
- Oversees recruiting, screening, and training-qualified staff for Student Assistance Program
- Conduct principal meetings and oversee the evaluation process

## Education Requirements

A licensed mental health clinician, including LMSW, LMFT, LMHC. At least five years verified post-master's experience providing mental health treatment including psychotherapy, counseling, and assessment and substance abuse counseling\* which included counseling persons ages 12 to 21 years.

## Previous Experience Requirement

See Education Requirements above

## Knowledge and Skills Needed to Perform Effectively in this Position

- Good knowledge of the principles, practices and clinical techniques of mental health and chemical dependency counseling
- Good knowledge of adolescent development, behavior and pathology and the treatment of adolescents
- Good knowledge of the services provided by mental health and chemical dependency inpatient and outpatient clinics in the community
- Working knowledge of the public-school system
- Ability to supervise counseling staff
- Ability to develop and maintain cooperative relationships with staff, adolescent clients, professional colleagues in the mental health and education systems, the client's family, physicians, social agencies and community service providers
- Ability to prepare concise and comprehensive social casework records, to analyze the information and to reach sound decisions

## Additional Requirements

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- Must submit to and pass background checks by the Office of Mental Health, the NYS Justice Center and the NYS Department of Education
- Valid driver's license
- Reliable Transportation
- Independent auto insurance (Minimum of \$100,000/\$300,000 liability limits)
- Incumbents in this position will be expected to work between 35 and 40 hours per week as job requirements dictate

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- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

**Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)**

- This position involves extensive walking and driving and possibly lifting up to 20 pounds
- All requirements 24 subject to possible modification to reasonably accommodate individuals with disabilities

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Employee's Signature/Date

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Supervisor's Signature/Date