



JOB TITLE: Child and Family Therapist Supervisor

REPORTS TO: Clinical Director

SUMMARY: Provide supervision for assigned clinicians who provide mental health/substance use services on and off campus. Provide services to children/families in accordance with agency policies and procedures.

STATUS: Full Time, Exempt

QUALIFICATIONS

● **Education/Experience**

- Master's Degree in Social Work or related Human Services field.
- Fully Licensed (North Carolina) therapist in good standing with no licensure restrictions, whose professional licensure authorizes him/her to diagnose mental illnesses and/or addictive disorders.
- 3+ years experience as a counselor working with children and families required, preferably in a mental health, residential, day treatment, or substance abuse treatment setting.
- 2+ years supervisory experience preferred.
- Certification in at least one to two EBPs highly preferred (i.e. TF-CBT, EMDR, CBT, DBT, etc.)
- An equivalent combination of education and experience may be considered.

● **Skills/Competencies**

- General knowledge of the state child welfare and mental health systems required.
- Familiarity with accreditation processes such as COA, CARF, JACHO a plus.
- Considerable knowledge of family and group dynamics, a range of intervention techniques, resources in the community, and regulations and policies which impact youth.
- Ability to supervise Associate level (provisionally licensed staff) preferred.
- Demonstrated passion for serving youth and families, and the youth-serving workforce.
- Ability to establish and maintain effective working relationships with members of caseload and their families, direct reports, coworkers, and community collaborators.
- Demonstrated proficiency in the use of a variety of computer software programs

(Microsoft/Google products, and Electronic Health Record (EHR) required).

- Demonstrated ability to exercise discretion and independent judgment.
- Demonstrated ability to operate well in crisis situations and knowledge of cultural issues that can affect care.
- Ability to work on diverse teams and must be flexible and willing to work with youth of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds.
- Good interpersonal, communication and organizational skills.
- Ability to laugh, be creative and have willingness to make and learn from mistakes.
- Displays enthusiasm and confidence in taking on tasks and challenges.
- Valid Driver's License, and must be willing to travel to various job related locations.

SOCIAL RESPONSIBILITIES

1. Cultivate a nurturing environment through the use of the Sanctuary Model that supports client and staff development on every level spiritually, socially, educationally, and emotionally.
2. Be aware of and willing to work with youth and families of all ages, races, nationalities, sexual orientations, gender identities, disabilities, and backgrounds and to foster diversity and inclusion in the workplace and designated program area.
3. Use the Sanctuary Model and its toolkit to continue to provide guidance towards the responsiveness and respect of diversity, multiculturalism, and inclusion across all programs and settings.
4. Be committed to using Sanctuary principles when interacting and communicating with others, in team building, giving and receiving feedback, showing initiative, working independently, and in using good judgment, problem solving and decision making.
5. Embrace technology by being willing and able to check and respond to emails/messages, prepare documentation and attend meetings via video conferencing.
6. Promote a safe, secure environment in all areas of responsibility.
7. Comply with all standards of accreditation and licensing agencies and adhere to all organizational policies, procedures and program guidelines.
8. Use Crossnore Communities for Children resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
9. Assume responsibility for personal and professional development through appropriate use of regular supervision (individual or group), participating in meetings, maintaining continuing education requirements, licensure and certifications and attendance at classes, workshops, etc. to improve professional skills.
10. Maintain professional conduct and image to actively promote the mission, value and purpose of Crossnore Communities for Children.
11. Ensure the provision of quality services through participation in Crossnore Communities for Children Performance Quality Improvement (PQI).

JOB RESPONSIBILITIES

CLINICAL/TECHNICAL

1. Provides direct clinical and administrative supervision to assigned staff. Provides for development, coaching, and training assigned staff. Sets expectations for staff, holding them accountable, and implementing improvement plans as necessary in accordance with appropriate Human Resource policies.
 - a) Administrative Supervision includes: monitoring workflow of all assigned staff. Workflow may include overseeing billable expectations, assignment of caseload, and ensuring documentation meets agency and licensing standards.
 - b) Clinical Supervision includes: case consultation, monitoring caseload complexity, reviewing Assessments and Service Plans, and providing training and coaching to improve supervisee skills.
2. Facilitate and participate in group supervision, case conferences, staff meetings, etc., in accordance with policies and procedures and/or as directed by supervisor.
3. In conjunction with the Clinical Director, provide clinical leadership to ensure that each client receives appropriate care consistent with accepted standards of practice and the needs of the client, through participation in department meetings, observing clients in program areas and by providing clinical trainings to staff.
4. Participate in a rotation schedule that provides twenty-four hour clinical on-call services for the agency, providing necessary support and counsel in crisis situations. Serve as resource for clinicians on call.
5. Maintains an appropriate caseload as determined by Clinical Services Manager, (caseload includes provision of comprehensive clinical assessments, individual, group, and/or family counseling according to individualized service plans.)
6. Maintains complete and accurate documentation of all services provided, or recommended in accordance with policies and procedures.
7. Serve as agency liaison for department. Assist referral sources, clients, and families with client care issues/concerns. Coordinate with remote site location personnel regarding client care issues/concerns and schedule regular site visits and meetings to evaluate services with site representatives, as directed by supervisor.
8. Engage in evidence-based practice and continual research regarding therapeutic interventions relevant to the populations served.
9. Demonstrate a solid understanding of systemic and strength-based practice as evidenced by day-to-day interactions with clients and other professionals.
10. Participate in program development through agency and community committee memberships.
11. Demonstrate a working knowledge of the child and family mental health system in the state of North Carolina, keeping abreast of changes and the agency's position in relation to those changes.
12. Acts as a resource to the Admissions Department, by providing support and backup as needed.
13. In the absence of the Clinical Services Manager, coordinates with the Chief Clinical Officer to provide leadership and oversight of the Agency clinical admissions process.
14. In the absence of the Clinical Services Manager attends to billing and monetary issues related to Outpatient revenue generation, working closely with authorization and billing staff to maximize collection rates.

INTERPERSONAL SKILLS.

15. Demonstrate the ability to take supervisory direction as well as work independently using sound judgment.
16. Communicates with and provide feedback to Leadership Team, addressing any areas of concern or potential problems.
17. Works in collaboration with other programs and services both on and off campus to assure that the mission and vision of Crossnore School and Children's Home is met.
18. Communicate to staff and the community at large agency philosophy, policies and rules.

DOCUMENTATION

19. Document services provided in accordance with agency policy and procedure.
20. Assist with the creation and distribution of reports to various stakeholders as required by licensing, accreditation and other standards.
21. Appropriately document all supervisory meetings, including minutes, corrective action, disciplinary action, performance appraisals, etc.
22. Ensure personnel file compliance by submitting all personnel file documentation to Human Resources in a timely manner.

PHYSICAL DEMANDS Light

Position may require lifting to 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Frequent walking, standing, and sitting. Frequent reaching and/or grasping using hands and/or arms. May be required to ascend/descend stairs. Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects. Visual ability including distance, peripheral and depth perception. Ability to drive. Regularly required to talk and hear.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

_____ *I understand that this job description does NOT constitute a contract for employment and that Crossnore Communities for Children may exercise its employment-at-will rights at any time.*

_____ *I understand that this job description is a guide and not all-inclusive, and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

_____ *I have received a copy of this job description and understand the responsibilities, and certify that I am able to perform the essential functions of this position as outlined in this job description with/or without accommodations.*

Employee Signature

Date

HR Representative Signature

Date