

## **TAPESTRY FAMILY SERVICES JOB DESCRIPTION**

**POSITION:** Clinical Supervisor

**GENERAL DESCRIPTION:** Under the supervision of the Executive Director, the Clinical Supervisor will provide individual and/or group supervision to a designated number of ASW/MFT registered interns in accordance with BBS regulations.

**DUTIES:**

- Present supervisees with signed BBS Supervisor Responsibility Statement, as well as review and sign other BBS paperwork as needed.
- Assist in the orientation and training of supervisees as needed.
- Meet weekly with assigned supervisees in individual and/or group supervision.
- Review supervisees' documentation on a regular basis. This includes reviewing and approving assessments and client plans. Complete periodic intern evaluations as required by Tapestry.
- Monitor Supervisee's productivity. Communicate with supervisees about productivity as needed/requested.
- Provide additional support to supervisees as needed in crisis situations or when urgent consultation is required.
- Participation in agency trainings and staff meetings.
- Monitor sick leave, vacation and time cards for supervisees. Complete timesheets accurately and legibly and on time.
- Participation in an on-call rotation to respond to emergency situations.
- Assists Clinical Manager in case assignments and Quality Assurance of charts for audit.

**REPORTS TO:** Executive Director

**SUPERVISES:** Staff Therapists

**MINIMUM QUALIFICATIONS:** In accordance with BBS regulations, Clinical Supervisors must be licensed for a minimum of 2 years prior to commencing supervision. Supervisors must also complete a minimum of 6 units of an approved supervision course every two years. Licensed in the State of California as a LCSW or LMFT.

Minimum of 2 years experience as a mental health clinician skilled in working with a wide range of child and adult mental disorders including crisis management.

Minimum of 2 years experience working with children and their families, ages 0 through 18, with histories of severe abuse.

Knowledge and understanding of professional legal and ethical obligations and mandated reporting laws.

Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.

Ability to work with others effectively in order to accomplish tasks and functions.  
Maintain strict confidentiality guidelines regarding all clients, conversations and referrals.  
Understanding of financial and productivity standards of agency.  
Ability to use clinical supervision to enhance professional growth and examine clinical work.  
Knowledge of MediCal paperwork and CANS certified a plus.

**DESIRABLE  
KNOWLEDGE AND  
ABILITIES:**

Experience in providing therapy for children and families in clinical settings.  
Experience in mental health diagnosis, treatment and the tracking of progress in treatment.  
Experience is working with a team to develop individual assessments of strengths and needs in the area of mental and emotional health, and to assess progress in these areas.  
Experience in the Child Protective Services system desirable.  
Experience in social service or non-profit mental health agency recommended.  
Demonstrated competencies in treatment of child abuse and domestic violence.  
Demonstrated knowledge and understanding of child development, cultural influences, and family dynamics.  
Demonstrated competencies in continuous improvement, continuous learning, accountability, and teamwork.  
Interpersonal skills: cooperates and collaborates effectively. Displays a professional demeanor. Promotes a cohesive, team-oriented environment. Ability to work effectively with a wide range of personnel, clients and other agencies in a diverse community.  
Communications: expresses ideas clearly, concisely and effectively, both orally and in writing. Practices effective listening skills and communicates using non-judgmental, strengths-based approach. Positively represents Tapestry to clients, employees, and outside contacts.  
Demonstrated time management and organization skills.  
Proficient in PC programs, ie. Windows, MS Word, Outlook. EXYM experience desirable.

TFS is an equal opportunity employer and requires all employees to pass a criminal history background check as determined by fingerprinting by the Department of Justice. Federal law requires proof of eligibility to work in the United States of America.