

## Job Description

<b>Title:</b>	<b>Supervisor/Clinician</b>
<b>Department:</b>	Direct Care Program
<b>Exempt Status:</b>	Exempt
<b>Pay Status:</b>	Salaried
<b>Immediate Supervisor:</b>	Program Coordinator
<b>Immediate Subordinates:</b>	CCWs, Social Work & Counseling Interns Assigned to the Agency
<b>Primary Location of Work:</b>	Saint John's Administration Building & Cottages
<b>Client:</b>	CCWs and Residents/Children & Families Assigned to Caseload
<b>Typical Workweek:</b>	40 hr. Monday through Friday
<b>Approval Authority:</b>	Administrator
<b>Reviewing Authority:</b>	Policy & Personnel Committee of the Board of Directors

### **Overall Purpose of the Job:**

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The overall purpose of this job is to provide supervision and leadership to direct Child Care Workers and residents; provide counsel and related services for resident children and their families; ensure that the mission and implementation of providing quality services to all residents is conducted according to best practices, Agency policies and procedures, and in accordance with existing laws; and finally, provide emergency Child Care Work in the Homes they supervise as needed.

### **Major Functions for which the Employee has Direct Responsibility:**

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#### **1. Provides Direct Supervision and Leadership to the Child Care Workers**

**35% of time**

##### A. Supervisory Duties

- 1) Communicates with the on-duty Child Care Workers throughout the workweek to ensure that the program of care is being followed and that the Agency directives, state regulations and accreditation standards are being adhered to both in spirit and intent.
- 2) Trains and motivates Child Care Workers as needed to assist with teaching appropriate developmental skills related to social, behavioral, cognitive, physical, independent living, and emotional management.
- 3) Provides supervision, monitors, evaluates, and documents the progress of the Child Care Workers according to job description, policy and procedures, and performance evaluations, and provides written and oral reports to the Program Coordinator and Program Director as required.
- 4) Coordinates transportation requirements necessary for the smooth and economical conducting of Agency business.
- 5) Ensures and assists with coordination and utilization of support services related to food services, clothing, education, medical, recreation, and spiritual development.

B. Operative Duties

- 1) Provides direct transportation for residents on an as-needed emergency basis.
- 2) Provides emergency child care in the Homes supervised whenever there is a shortage or whenever new CCWs need to be pre-service trained.
- 3) Assists in caring for residents during the summer months and during special times such as the Masonic Homecoming, lodge and civic club picnics, Christmas parties, and other special events.
- 4) Counsels residents and their families in accordance with the Individual Service Plans and in support of the Child Care Workers.
- 5) Inspects Homes, vehicles, and agency property for cleanliness, destruction, vandalism, maintenance, safety, and suitability to purpose and mission.
- 6) Ensures CCWs implement relevant directives and coordination of activities with support services such as with recreation, spiritual development, food service, clothing, etc.
- 7) Provides on-call support to their teams and residents.

**2. Provides Supervision, Leadership, and Counseling to Residents and Families.**

**30% of time**

A. Supervisory Duties

- 1) Provides assessments and counseling to residents, caregivers, and family members.
- 2) Communicates with the Program Services Assistant to ensure that proper entries are being documented in the residents' official case records.
- 3) Communicates and coordinates with other community counseling sources to ensure that children that are not appropriate for Agency counseling services are referred to the agency or source that best fits their needs.

B. Operative Duties

- 1) Counsels residents, both individual and families, in accordance with Individualized Service Plans (ISPs) developed for the resident and family's individual needs as determined by the assessments.
- 2) Arranges for clients to be seen by additional therapists or medical personnel as necessary and as approved by the Program Coordinator and/or Program Director to ensure quality services (Triaging).
- 3) Provides group counseling to residents in his/her caseload and assists with the group counseling of the residents of other Agency Supervisor/Clinicians.
- 4) Provides, in coordination with other agency personnel, regular, on-going, age-appropriate, training and education sessions with all residents in their caseload regarding such topics as client rights, body rights, sexually transmitted diseases, regular growth and development, dangers of tobacco usage, domestic violence, etc.
- 5) Supports and encourages residents to participate in recreational, wellness, spiritual development and cultural activities.

**3. Provides Case Management and Case Supervision for Residents in His/Her Caseload. 10% of time**

A. Supervisory Duties

- 1) Makes arrangements for and coordinates service delivery through various internal and external professionals working with the residents.
- 2) Communicates with others involved in the service delivery and case plan of the resident regularly to ensure that the case plan is being followed and that the child/family are making progress toward the goals and concerns that were mutually agreed upon in the plan.

B. Operative Duties

- 1) Assists and coordinates with clients being seen by psychologists and/or psychiatrists.
- 2) Facilitates the Child and Family Team for each resident. Ensures that the resident, legal guardian and all team members share information about resident progress and has input on the goals for the service plans.
- 3) Ensures their documentation is maintained in the resident files.
- 4) Provides aftercare services to ensure the stability of placement after discharge with the exception of guardian refusal.

**4. Functions as an Integral Part of the Program Team. 15% of time**

A. Supervisory Duties

- 1) Provides direct supervision and leadership as appropriate to members of various subcommittees of the program evaluation and Performance Quality Improvement Team.
- 2) Incorporates, implements, and conducts necessary collateral duties, as assigned by the Program Coordinator and Program Director, to enhance and support program elements such as the resident work program (Kid\$Earn), educational tracking and awards (Troutmans), communications, and/or family activities designed to promote positive/cooperative involvement.
- 3) Assists the Program Coordinator and Program Director with coordinating and implementing new services or with modifications of existing services.
- 4) Provides recommendations to the Program Director for merit and professional development bonuses.

B. Operative Duties

- 1) Serves as a member of the PQI Team and assists in Agency risk management duties.
- 2) Chairs or participates in various subcommittee work related to PQI and other program evaluation.
- 3) Communicates regularly with the Program Coordinator and Program Director regarding current concerns and needs of the program.

**5. Serves as an Ambassadorial Representative of the Agency to the Community. 5% of time**

A. Supervisory Duties

- 1) Provides direct supervision and accompanying documentation for individuals doing internships in pursuit of their degrees in social work or case management from colleges and universities.
- 2) Provides direct supervision and counsel to CCWs work on his/her Team.
- 3) Participates actively in matters of marketing and promoting the program.

B. Operative Duties

- 1) Participates as needed and able as a representative of the agency by being an active member of various community social services committees or field related associations in which the Agency is obligated such as Benchmarks, Child Welfare League of America, local mental health advocacy council, The Granville County Child Protective Team and Child Fatality Review Team, local National Association of Social Workers meetings, local Chapter of the Prevent Child Abuse North Carolina Association, etc.
- 2) Participates as needed as a representative of the Agency by making presentations to various organizations and businesses in support of the Agency programs and services.
- 3) Participates as an active member of various social services department review teams as needed and based on current resident population placed by the local social services.

**6. Professional Development**

**15% of time**

A. Supervisory Duties

- 1) Ensures that any employee, volunteer, or intern under his/her supervision is properly trained prior to assuming duties through pre-service/orientation training.
- 2) Ensures that any employee, volunteer, or intern under his/her supervision remains properly trained during their tenure through in-service training, higher education courses, personal counseling, assigned readings, etc.
- 3) Provides supervision and leadership during classroom training offered by Agency personnel or other instructors involved in in-service.

B. Operative Duties

- 1) Shares in the responsibility of teaching professional courses during pre-service/orientation training, in-service training, and training on procedures and policies of the Agency.
- 2) Participates fully as a student in in-service training and training on procedures and policies of the Agency.
- 3) Maintains educational qualification and professional certification training relevant to the position.
- 4) Maintains credentials and professional association membership relevant to the position.

**Person Specification**

**Position: Supervisor/Clinician**

**Prerequisite Qualification, Education, Experience, or Certification:**

The person occupying this position must possess a graduate degree in human services or an undergraduate degree in a human services field, with experience, and be willing to actively pursue a graduate degree in social work, psychology, counseling, or a related discipline.

**Major Function or Responsibility**

**Required Qualification, Education, or Certification**

Counsels Children and Families	At least a graduate degree in social work, marriage & family, agency counseling or a related field with appropriate certification. Ability to implement strengths based approach, natural and logical consequence approach, Choice Theory techniques, and other specifically approved intervention counseling methods.
Provides Case Management and Staff Supervision	Human relations and verbal communication skills. Supervisory experience needed. Residential live-in experience needed. Additional training in working within the team. On the job training in case management and the development of Individualized Service Plans (ISPs).
Functions as an Integral Part of the Team	Personal communication skills and personality control such as to allow for compromise and negotiation and to permit reaching consensus and assist others in reaching consensus. Human relations skills that allow for participation in group decision-making and presenting a united approach toward the case management after the group decision is made.
Represents Agency to the Community	Thorough knowledge of all Agency programs and related social services. Thorough knowledge of Agency policy & procedures. A working knowledge of the missions and the functions of the various affiliations and associations to which the Agency belongs. Ability to speak well in public to groups and individuals in support of the Agency and the Masonic organizations.
Professional Development	Ability to teach job related subjects through training and supervision.

Employee's Signature

Date

Supervisor's Signature

Date