



Position Title: Clinical Site Supervisor

Responsible To: Director of Clinical Services

Position Summary:

Provident Behavioral Health, a St. Louis based behavioral health agency with a rich history of serving the community for since 1860, is proud to meet its mission statement each and every day: *Building brighter futures through exceptional behavioral health services, especially for those with the greatest need.* This position is both a supervisory and a clinical position. The Clinical Site Supervisor is responsible for oversight of provision of clinical services provided at their site; supervision and development of clinical, case management, and administrative support staff whom are direct reports; oversight of counseling practicum students; and providing direct services to clients. Must set, maintain, and enforce a high standards of quality documentation and ethical and professional behavior for self and supervisees. Clinical Site Supervisor role requires clinical skill as well as management skill.

Job Requirements and Qualifications:

Minimum Required Education:

Masters in Social Work, Counseling, Psychology, or Marriage and Family from an accredited program or Doctorate in Psychology.

Minimum Required Experience:

- Minimum of 3 years supervisory and administrative experience
- Working knowledge of administrative and program regulations of the State of Missouri and The Joint Commission, as well as working knowledge of other accreditation standards and best practices.
- Knowledge and expertise in clinical supervision practices and procedures.
- Working in a clinic setting a plus

Licenses/Certifications:

- Must have Missouri Licensure as Psychologist, Clinical Social Worker, Professional Counselor or Marriage and Family Therapist and be in good standing with licensure agencies and professional organizations.
- Licensed for a minimum of 3-5 years and/or agency experience.

Other Skills Required:

- Ability to work with a variety of clients who vary in age and in behavioral health concerns
- Ability to effectively communicate information and ideas, both verbally and in writing, with both clients, colleagues, grantors, funders, auditors and other collaborative agencies.
- Knowledge and understanding of clinical social work and mental health counseling principles, methods, procedures and standards. Ability to provide these services in an agency setting.
- Training and education in child and adolescent development.
- Fully competent in conducting psychosocial interviews to complete mental health assessments, including diagnostic and treatment planning skill.
- Knowledge of crisis intervention techniques, such as risk assessment and safety planning.
- Trained and knowledgeable in play therapy techniques, family therapy, and treating behavioral issues.
- Ability to evaluate the progress of therapeutic plans and make individual modifications.
- Knowledge of community support services and resources.
- Knowledge of HIPAA and HITECH rules for protecting safety and security of client information.
- Skilled in preparing and maintaining client documentation in an accurate and timely manner, in compliance with established audit and productivity standards.
- Skilled in using general office equipment, personal computers, and medical records software.

- Participate as a team member, collaborating with and providing excellent customer service to clients, funding sources, peers, other Provident employees, and other internal and external customers.
- Serve as a representative of Provident, displaying courtesy, tact, consideration and discretion in all interactions with Provident team members, clients, grantors, funders, auditors, and members of the general public.

Fiscal Responsibilities:

Responsible for managing the budget of the office, and ensuring impact hour standards are met by all therapists in the office.

Working Conditions / Environment:

Full-time, with a schedule that could include working up to three evenings per week.

Essential Duties and Responsibilities:

Supervision Principle Duties:

Responsibilities relate to multiple areas of agency activity and for providing leadership to the site team.

Administrative Duties:

- Must be familiar with and aligned with the agency's strategic plan and actively work toward achieving those goals.
- Create a positive work environment
- Participate in Continuous Quality Improvement efforts of counseling services
- Ensure awareness of and adherence to Joint Commission requirements, contractual obligations and HIPAA policies in regards to counseling and documentation

Provide regular Supervision to clinical, case management, and administrative support staff at the site:

- Provide training and professional development opportunities to all supervisees
- Monitor quality and volume of supervisees' work, including review of monthly dashboards that outline impact hours, documentation, and other measures of performance.
- Assure the delivery of quality treatment by planning, directing, monitoring, and evaluating the work of assigned supervisees
- Supervise and coordinate services provided by practicum students, when applicable.

Actively participate in supervisor team to:

- Build teamwork within the assigned site team
- Implement steps to improve quality, efficiency and cost effectiveness across Provident sites
- Comply with regulatory and agency standards governing various types of services.

Clinical Duties:

- Provide outpatient counseling to adults, children, and families.
- Provide client services in alignment with essential duties and responsibilities for those of a Child/Family/Adult therapist.
- Maintain all required credentials, trainings, and other regulatory requirements as a Child/Family/Adult therapist.
- Deliver services by establishing and maintaining a therapeutic relationship, assessing client needs, developing a treatment plan, and preparing case records according to agency guidelines
- Assure quality of service by being knowledgeable of community resources; internal agency resources, groups and programs; agency guidelines and mission; legal and ethical requirements of profession, agency and governing body; and implements them where applicable
- Complete and maintains all client and outcome data and record documentation according to agency guidelines and legal requirements necessary for treatment and program accountability
- Maintains harmonious working relationship with the Agency and stakeholders (funders, accreditors, partner agencies) by cooperating with agency program evaluation and analysis, presenting at staff development trainings, and participating in educational and marketing events.
- Develops and enhances personal skills by attending and participating in agency in service training, continuing education and personal growth experiences when possible.
Delivers all services with limited supervisory assistance and refined knowledge of DSM-5 diagnoses and evidenced based counseling techniques.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To apply, please send your resume and cover letter to:

Email: jobs@providentstl.org

US Mail: Provident, Inc.
2650 Olive Street
St. Louis, MO 63103
Attn: Human Resources