



Position Title: Clinical Site Supervisor at Rung for Women

Responsible To: Director of Clinical Services

Effective Date: September 1, 2020

Position Summary:

Provident Behavioral Health 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.* Our partnership and collaboration with Rung for Women helps us continue our mission along with helping Rung Members reach their goals of holistic self-sufficiency, well-being and long-term stability. The Site Supervisor will be employed by Provident and will work at Rung with its members and collaboratively with Safe Connections and Rung staff.

This position is both a supervisory and a clinical position. Clinical caseload will depend on the number of supervisee's at the supervisor's site. This position will oversee the therapeutic service and child enrichment services on site at Rung. Must set, maintain and enforce a high standard of quality, documentation and ethical and professional behavior for self and supervisees. A team player who understands counseling services from a clinical and practical agency perspective.

Job Requirements and Qualifications:

Minimum Required Education:

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

Minimum Required Experience:

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

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 2 years and/or agency experience.

Other Skills Required:

- Ability to work with adult clients who vary in age and in mental/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.
- Knowledge of therapeutic processes, and child and adolescent development.
- Fully competent in interviewing, psychosocial assessment, diagnosis, clinical and documentation skills.
- Knowledge of crisis intervention techniques.
- 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.
- 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 used to document client treatment plans, progress and updates.
- Participate as a team member, collaborating with and providing excellent customer service to Rung members, Rung employees along with Provident employees.
- 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 ensuring impact hour standards are met by all therapists working at Rung

Working Conditions / Environment:

Full-time, with a schedule that could include working 3-4 evenings per week.

Essential Duties and Responsibilities:

Supervision Principle Duties:

Responsibilities relate to multiple areas of agency activity and provide leadership to the site team. Must be familiar with and aligned with the agency's strategic plan and actively work toward achieving those goals.

Provide Administrative Supervision to staff co-located at Rung for Women

- Create a positive work environment
- Schedule, mentor, and help train supervisees
- Participate in Continuous Quality Improvement efforts of counseling services and child enrichment services
- Complete reviews of supervisees, including monthly updates on impact hours, documentation, and other measures of performance
- Ensure awareness of and adherence to Joint Commission requirements, contractual obligations and HIPAA policies in regards to counseling and documentation

Provide high quality clinical supervision to specified clinicians:

- Assure the delivery of quality treatment by planning, directing, monitoring, and evaluating the work of assigned supervisees
- Develop staff clinical skills

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 and co-location at Rung.
- Comply with regulatory and agency standards governing various types of services.

Clinical Principle Duties:

- Maintain all required credentials, trainings and other regulatory requirements as a Child/Family/Adult therapist.
- Delivers services by establishing and maintaining a therapeutic relationship, assessing client needs, developing a treatment plan and preparing case records according to agency guidelines
- Assures 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
- Completes and maintains all statistical 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 Rung by cooperating with agency research projects, presenting at staff development and practice seminars, 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-IV, and childhood development and parenting skills.

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.

Provident Behavioral Health is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply, please:

- 1. Complete a five minute behavioral assessment by following this link:**
<https://assessment.predictiveindex.com/bo/6KH/ClSiteSupProv>