

# **NCVRC CLINICAL SERVICES SUPERVISOR JOB DESCRIPTION**

## **Job Title: Clinical Services Supervisor**

### **Job Summary:**

The Clinical Services Supervisor (CSS) is an exempt position that oversees the daily operation of the NCVRC behavioral health department and associated staff. The broad scope of responsibility of the CSS position runs the gamut from high-level program development and coordination to direct daily interaction with clients. This person reports directly to the Site Director with clinical supervision from the Director of Clinical Services.

### **Job Duties:**

1. 1. Coordinate and manage all activities of the Rehabilitation Program as outlined in program licensure and certification documents, including Chapter 5, Title 9 of the California Code of Regulations. Ensure program policies, procedures, forms, brochures, and other materials remain current with state regulatory changes and program needs.
2. 2. Prepare and submit reports or documents required by local, state, or federal agencies to maintain license and certification status. Ensure program reports are submitted on time.
3. 3. Assist the Site Director to identify and apply for funding to support and enhance Rehabilitation Program services.
4. 4. Review individual client treatment plans and monitor individual client care. Head the Client Review Team (CRT). Maintain a caseload, as required. Supervise maintenance of complete case files and ensure confidentiality of all client records.
5. 5. Establish a system to review and record medications used by residents in NCVRC-operated housing. Ensure safe storage of medications and enforce rules regarding their use.
6. 6. Supervise and coordinate activities of the Rehabilitation Programs staff. Conduct regular staff meetings, assign and review work accomplishment, and complete performance evaluations.
7. 7. Supervise an on-site MSW intern program and maintain positive relationships with college program staff.
8. 8. As part of the management team, coordinate program and client activities with other NCVRC staff.
9. 9. Attend relevant meetings in the community, maintain a positive networking relationship with other service providers, and serve as an advocate for veterans needs.
10. 10. Respond to program emergency situations on a 24-hour basis, as required.
11. 11. Other duties as assigned.

### **Required Job Skills:**

1. 1. Ability to work with diverse people including those with physical and mental health disabilities, homeless, and/or with addiction and recovery issues.
2. 2. Thorough understanding of the physical, mental and emotional health issues of clients, especially homeless, and the ability to assess and authorize appropriate treatment.
3. 3. Strong leadership qualities and exceptional people skills. The ability to motivate and inspire people and to manage an effective work team.

4. 4. Excellent verbal and written communication skills. Ability to convey information in a written format that is accurate in grammar, spelling, and punctuation.
5. 5. Demonstrated ability to identify, access, and incorporate relevant community resources into a cohesive, self-sustaining program.
6. 6. Ability to organize and interpret data, maintain records and other information related to clients and programs.
7. 7. Ability to work independently with minimal supervision.
8. 8. Intermediate computer skills; knowledge of MS Word and Excel.

**Qualifications:**

LCSW/MFT required. May consider ASW/MFTI with strong leadership background. Minimum of 2 years experience working with dual diagnosed, substance abuse treatment and recovery program. Two years management experience. Certification as Alcohol and Drug Counselor and Medi-Cal experience helpful. Must have reliable transportation. Veteran status desirable.

**Offering:**

Part time or Full time, Exempt position; Comprehensive benefits based on hours.