



Petaluma People Services Center is dedicated to improving the social and economic health of our community by providing programs that strengthen the dignity and self-sufficiency of the individual. Our core services include: Senior Services, Counseling, Youth Programs including Mentor Me, Housing, Employment and Petaluma Bounty Farms.

JOB TITLE: Clinical Supervisor
FLSA STATUS: Non-Exempt; Full-Time (32-40 Hours/Week)
COMPENSATION: \$40 - \$44 per hour
ACCOUNTABLE TO: Director of P.E.A.C.E.
SUBMIT: Cover Letter and Resume to devin@petalumapeople.org

POSITION OVERVIEW:

Under general supervision of the Director of P.E.A.C.E. (Prevention, Engagement, Advocacy, Care, and Empowerment) at Petaluma People Services Center (PPSC), the Clinical Supervisor provides clinical supervision to trainees/associates/licensed clinicians, has knowledge of practice operations, client-scheduling systems, medical and insurance terminology, client service standards, and regulatory requirements. The Clinical Supervisor supports the department director, assists with the development of new programs, provides quality assurance oversight, and performs general administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides one-on-one and group clinical supervision to all associates, trainees, and licensed clinicians working within the department, and develops and implements a training program for all clinicians and trainees. Supports the department director in upholding guidelines, procedures, rules and regulations and monitors compliance, including compliance with state and federal laws, compliance with contract and contract deliverables and ensures PPSC is working within the bounds of the profession's ethical standards.

Program Support/Training

- Organizes, develops, and implements training program for clinicians, including weekly/biweekly training.
- Provides clinical consultation to associates and trainees on MFT, LPCC, and LCSW track.
- Reviews client charts for all programs to ensure compliance with professional standards.
- Ensures clinicians/facilitators track client services and outcomes via predetermined platforms.
- Ensures clinicians/facilitators provide services with fidelity to contracted programs.
- Provide training on documentation and compliance.
- Assists Department Director in program planning, implementation and evaluation.
- Provides back-up support to staff during scheduled or unscheduled absences of Department Director.

Administrative Duties

- Oversees Quality Assurance, ensuring program compliance with licensing regulations.

- Serves as the HIPAA Privacy Officer, ensuring compliance with HIPAA regulations.
- Participates in the maintenance and development of the department manual and training materials.
- Assists with preparation/revision of department program descriptions, promotional materials, etc.
- Participates in department meetings and other agency meetings as needed.

Personnel Duties

- Assists Department Director with all hires, orientations and terminations.
- Reviews and provides input in all evaluations of clinical staff in programs.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Manages team of counselors; reviews and consults over session work and notes. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

California-licensed for at least 2 years as a psychotherapist (LCSW, MFT, Psy.) with a minimum of two years supervisory experience. Education, training, experience or certification in a number of evidence-based programs.

ESSENTIAL SKILLS AND ABILITIES:

- Familiarity with CAMFT and BBS standards.
- Knowledge of therapy and counseling principles.
- Familiarity with confidentiality principles, HIPAA and other federal and state laws pertaining to client protection.
- Ability to translate the latest scientific evidence into practical counseling and therapy skills.
- Ability to maintain professional competency and skills required for professional practice.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Skills in oral and written communication.
- Solid interpersonal skills for effective information exchange and problem solving with all levels of management and staff, consultants, and external partners/agencies.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to use a personal computer and other office equipment.
- Familiarity with Simple Practice a plus.

ADA COMPLIANCE - PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL REQUIREMENTS:

Physical: Regularly sits up to 2-3 hours per day. Gets up and down frequently throughout the day to interface with others. Must have excellent hearing, speech and writing capabilities.

Environmental: Works alone, with and around others. Work environment is moderately noisy. Distractions are regular.

Cognitive: Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Very strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently. Excellent listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.

Psychological: Strong interpersonal and communications skills to deal with emotional, demanding or difficult people and/or situations. Regular exposure to high-stress situations with demands, deadlines, shifting priorities and multi-tasking. Excellent teamwork and proactive group participation are a necessity.

Accommodation Recommendations: A person in a wheelchair can perform in this position with assistance from other staff for some activities.

BENEFITS:

Paid sick time, vacation and holidays.

Comprehensive benefits package, including medical, dental, and vision coverage, employee assistance program, flexible spending account (FSA), long-term disability insurance, and a 403(b) plan.

PPSC is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.