



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Clinical Supervisor-Behavioral Health

Department: Behavior Health

Reports To: Director of Behavioral Health

Supervisory Responsibilities: Therapist including Licensed Masters of Social Work, Limited Licensed Masters of Social Work, Master Level Social Work Candidate Interns, Limited Licensed Professional Counselors & Certified Addictions Counselors.

Employment Category: Full-time

FLSA Status: Exempt

Salary Level: Based on skills/experience

Required Duties and Responsibilities

Supervisory:

1. Provides clinical supervision to and oversees direct services by Behavioral Health Therapist including Licensed Masters of Social Work, Limited Licensed Masters of Social Work, Master Level Social Work Candidate Interns, Limited Licensed Professional Counselors & Certified Addictions Counselors.
2. Ensure supervised staff adherence to AIHFS policies and procedures related to direct service provision.
3. Supervises direct service programing including but not limited to Wraparound, Outpatient, and other Grant Related Mental Health and/or Substance Abuse services.
4. Ensure appropriate matching of client to QMHP and/or program based on pay source and service needs.
5. Act as Site Placement Coordinator for MSW Internship Program with the University of Michigan's School of Social Work and other college and University MSW or PsyD placements.
6. Under the guidance of the Behavioral Health Director, will assist in the interviewing, hiring and firing process of QMHP's.
7. Follow the National Association of Social Workers and Association of Social Work Boards guidelines and standards for providing Clinical Supervision.

Client Care:

1. Maintains direct practice client load minimum of 16 hours per month.
2. Maintains knowledge of principles, practices, techniques, and trends in outpatient mental health and substance abuse services.
3. Initiates and completes psychosocial assessments, interviewing patients, families and others as necessary to gain input for their treatment plan.
4. Provides substance abuse counseling and refers clients to rehabilitation centers or treatment programs.
5. Educates patients regarding state, federal and other assistance programs.
6. Work closely with client and/or client's family to advocate and create linkage with other community resources regarding complex client and or family needs involving coordination of clinical care with other community agencies.
7. Collaborates with staff and outside providers as necessary to coordinate care, based on patient and family needs.
8. Master program specific charting requirements and utilize SOAP (Subjective, Objective, Assessment, Plan) note in all patient records.

9. Utilize Electronic Health Records, IHS RMPS BH package, and suicide reporting.
10. Follow the ethical guidelines set forth by the National Association of Social Workers, Association of Social Work Boards, and AIHFS.

Administration:

1. Coordinate and facilitate weekly agency wide case management meetings.
2. Update, coordinate, and manage Emotional and Spiritual Wellness Department Clinic Schedule.
3. Knowledge and ability to assist QMHP staff to utilize Snowmed Terminology as it relates to ICD10 and DSM 5 diagnostic coding in EHR.
4. Assists with all legal licensing, regulatory, and certification activities as needed.
5. Provides in-service training to employees as assigned.
6. Completes annual performance evaluations for assigned employees.
8. Under the guidance of Behavioral Health Director coordinates quarterly quality case reviews.
9. Prepares other records and reports as requested by Behavioral Health Director.
10. Other Duties as assigned.

Education/Experience: Master's Degree in Social Work required from an accredited university and a minimum of 3 years of clinical experience with 1 year of supervision. Must be licensed in the State of Michigan and certified to practice as a Licensed Master of Social Worker (LMSW) and Michigan Certification Board for Addiction Professionals (MCBAP) certified or have a work plan for certification on file. Must have a thorough knowledge of social work principles, techniques and practices and their application to complex casework, group work, and community problems and considerable knowledge of a wide range of behavior and psychosocial problems and their diagnosis and treatment using the DSM 5. Experience working with native children and families preferred, experience working with substance abuse prevention and treatment on a one-to-one basis and in group settings.

Required Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crises and tolerate stress professionally.
- Must have a valid MI Chauffeur's license or able to achieve one within one month; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free work environment.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Other:

- Exemplifies excellent customer service with patients, visitors, and other employees; shows courtesy, friendliness, helpfulness, and respect.
- Consistently demonstrates respect for the capabilities, different cultures and/or personalities of internal and external customers.
- Relates well, and works collaboratively with, all levels of staff in a professional manner.
- Consistently alters plans/routines when situation requires and continues to perform without projecting stress/frustration that would adversely affect the work environment.

- Takes the initiative to proactively assist others without direct supervision and to resolve problems with other departments and co-workers.

Preferred Requirements: Familiarity and/or experience working with the Native American community at a local level; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations including Native American families of varying socioeconomic levels and with children, youth, or adults exposed to trauma including sexual or physical abuse. Training requirements include participation in the following AIHFS trainings: Cultural Sensitivity at AIHFS; Recipient Rights; HIPAA Compliance; and, Bloodborne Pathogens.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: TL June 2016