

ONTARIO-MONTCLAIR SCHOOL DISTRICT

CLASS SPECIFICATION Clinical Supervisor, Counseling Center

GENERAL PURPOSE

Under the general direction of the Behavioral Health Program Manager, supervises and trains clinical therapists for the District behavioral health program. This position also evaluates and formulates department priorities and recommends strategies for effective program operation. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

DISTINGUISHING CHARACTERISTICS

The Counseling Center Clinical Supervisor is responsible for the supervision and training of therapists that provide mental health services to at risk children from birth to 21. The Clinical Supervisor also provides behavioral health services to district students referred for assessment and assistance with the goal of facilitating and promoting appropriate behavioral health and personal health. The Counseling Center Clinical Supervisor identifies the behavioral health needs of students and collaboratively develops therapy goals and objectives for implementation through an individual therapy plan. The Clinical Supervisor will review and supervise therapists and ensure that therapy plans for students are appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Assists the Program Manager in the administration of the operations of the Behavioral Health Program for District; develops, implements and monitors work plans to achieve therapy goals and objectives; participates in developing, implementing and evaluating programs, plans, processes, systems and procedures to achieve District goals.
2. Provides high performance, customer service-oriented work environment, which supports achieving District and site objectives and service expectations; designs and implements client satisfaction feedback systems.
3. Works in collaboration with multiple Districts, cities, county and private agencies in a school based and school linked integration model to direct and manage the delivery of therapy services to at-risk youth and their families;
4. Supervises and trains Clinical Therapists. Provides individual and group clinical supervision weekly. Monitors and evaluates therapists' assessments, therapeutic goals and plans for referred students. Under the direction of the Program Manager, manages and directs crisis interventions.
5. Provides individual, group and family therapy services; conducts interviews, assessments and observations; assists with oversight and maintenance of student therapy files and case management files and records; participates in special assessments, individual therapy plans, and other meetings;

refers students to other agencies; maintains log of incoming referrals, case openings and closings and case dispositions.

6. Facilitates 24 hour/7 days a week crisis response coverage.

QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of behavioral health and clinical social work, including telehealth service delivery.
2. Principles, practices, methods and protocols for interdisciplinary case management.
3. Federal, state and local laws, regulations and codes regarding standards of practice for behavioral health and case management.
4. Methods and techniques for assessing child and family behavioral health issues and family case management needs.
5. Community resources and services applicable to carrying out assigned case management and social services responsibilities.
6. Child, adolescent or developmental psychology and group dynamic theories and practices.
7. Technology to the office (Office suite, Google applications, electronic health records, telehealth, etc.)

Ability:

1. Plan and coordinate the operations of a District Counseling Center.
2. To train and supervise staff.
3. Assess eligibility for participation in therapy or case management programs.
4. Obtain sensitive and confidential information.
5. Interact effectively with parents and children of diverse backgrounds and experiences.
6. Counsel person on difficult, sensitive and confidential matters often involving issues that are emotionally upsetting.
7. Establish and maintain case records, files, reports and other materials.
8. Communicate effectively orally and in writing.
9. Work effectively in a multi-ethnic setting.

EDUCATION, TRAINING AND EXPERIENCE

A Master's degree in social work, psychology, marriage and family therapy, and/or related field; and three years of therapy experience as an LCSW or LMFT working with a community service or social work organization involving at-risk children and families, preferably in a supervisory role. Two year experience providing clinical supervision.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Licensed Clinical Social Worker (LCSW) or Licensed Marriage and Family Therapist (LMFT) by California Board of Behavioral Sciences. Preferred Bilingual/Spanish.

A valid California Class C driver's license, a good driving record and the ability to maintain insurability

under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, an employee is regularly required to sit, talk, and hear during in-person and virtual meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with administrators, staff, families, students, representatives of other public and private agencies and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions and the noise level is usually moderate.

Board Approved: June 3, 2021