

## **ONTARIO-MONTCLAIR SCHOOL DISTRICT**

### **CLASS SPECIFICATION Clinical Supervisor, Case Management**

#### **GENERAL PURPOSE**

Under the general direction of the Director of Health, Social-Emotional Learning, and Collaborative Services, supervises and trains intervention specialists, BSW interns, insurance enrollment specialists, and van driver (Case Management Team) . 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 Case Management Clinical Supervisor is responsible for the supervision and training of intervention specialists, BSW interns, insurance enrollment specialists, and van drivers that provide case management services to at risk families. The Clinical Supervisor oversees case management and behavioral health services offered to OMSD families and the local community. The Case Management Clinical Supervisor collaborates with all school sites to identify families in need of case management and behavioral health services. Families are referred for assessment and assistance with the goal of facilitating and promoting appropriate resource allocation, behavioral health, and personal health. The Case Management Clinical Supervisor identifies multiple areas of need for families and develops treatment goals and objectives for implementation.

#### **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. Oversees the operations of the Case Management Program for District; develops, implements and monitors work plans to achieve 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 city, county and community agencies in a school based and school linked integration model to direct and manage the delivery of case management resource services to at-risk youth and their families.
4. Works in collaboration with universities in recruiting Bachelor level case management interns and collaborates with field liaison throughout the year.
5. Supervises and trains intervention specialists, BSW interns, insurance enrollment specialists, and van driver. Provides individual and group clinical supervision weekly. Monitors and evaluates

assessments and service plan goals for referred families. Under the direction of the Director of Health, Social-Emotional Learning, and Collaborative Services, manages and directs crisis interventions.

6. Conducts interviews, assessments and observations; assists with oversight and maintenance of case management files and records; participates in special assessments, and other meetings; refers students and families to other agencies; maintains rosters of incoming referrals, case openings and closings and case dispositions.
7. Facilitates 24 hour/7 day-a-week crisis response coverage.
8. Coordinates and leads district-wide case management and mental health triage and referral program.

## **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. Plans and coordinates the operations of a District and community-based Family Resource Center.
2. Trains and supervises staff and interns.
3. Assesses eligibility for participation in mental health and case management programs.
4. Obtains sensitive and confidential information.
5. Interacts effectively with parents and children of diverse backgrounds and experiences.
6. Guides persons on difficult, sensitive and confidential matters often involving issues that are emotionally upsetting.
7. Establishes and maintains case records, files, reports and other materials.
8. Communicates effectively orally and in writing.
9. Works 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 years of 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