

## **AK Child & Family**

### **Job Description**

#### **Community Programs Clinical Program Supervisor**

#### **SUMMARY OF RESPONSIBILITIES\***

The Community Programs Clinical Program Supervisor (CPS) provides clinical oversight of program development, delivery and staff competency for the Activity Therapy (AT) Department. The CPS maintains knowledge of Medicaid regulations and requirements and to ensure that all regulations are adhered to within the AT Department. The CPS will also ensure that treatment models are followed and that AT staff are trained in these models, including PBS, ARC and TIP. The CPS will identify and provide ongoing training and educational opportunities for staff and provides clinical oversight of the training manual used by the AT Department. The CPS provides clinical oversight of the matching process between ATs and youth. The CPS will monitor the AT Department for program needs and ensure that the department follows agency policies and procedures, and meets service delivery guidelines. The CPS will ensure the department maintains the therapeutic integrity of service delivery by monitoring and observing sessions; providing oversight and guidance of group delivery; and guiding and training staff on treatment provision changes.

The CPS provides clinical consultation to Community Programs staff as needed, and provides individual clinical supervision once a month to ATs. The CPS will also provide weekly clinical and administrative supervision to Community Programs Coordinators and completes annual employee evaluations for these employees. The CPS supports individual professional development and will monitor and observe service delivery on an ongoing basis. The CPS provides collaborative leadership in the absence of the Director of Community Programs.

The CPS provides crisis intervention on campus and emergency clinical sessions for youth. The CPS is expected to provide clinical On-Call support roughly once a month. The CPS will provide direct clinical services, maintaining 20% billable productivity for individual, family and group therapy. The CPS serves as Directing Clinician for therapy clients and participates in treatment team meetings to provide clinical oversight and treatment guidance. The CPS will assist with goal and objective formulation, review treatment plans for clinical rational and adherence to regulations, and will review CSR. The CPS also writes and submits clinical justifications for service authorizations to the Finance Department. The CPS will participate in monthly Community Programs meetings and will monitor and follow up with program delivery as it affects productivity standards.

\*All positions at AK Child & Family may have responsibilities altered during the course of employment due to agency imperatives.

#### **SUPERVISION AND COORDINATION OF SERVICES**

The CPS reports to the Director of Community Programs. The CPS collaborates and coordinates services with all staff during supervision, department staff meetings and established committees.

#### **QUALIFICATIONS**

**Knowledge, Skills and Abilities:** The CPS must have experience working with emotionally disturbed children, adolescents and their families; must have demonstrated ability to complete comprehensive assessments, treatment planning, and group therapy; ability to provide written and oral communication in English, possess positive interpersonal skills and effective leadership skills; flexible schedule; excellent time management; computer skills (Word); demonstrated understanding and sensitivity to serving a culturally diverse and/or

special needs population; requires a valid drivers license, insurance, and the ability to travel within the community. Supervisory experience is preferred.

**Education and experience:** The CPS must have a Masters degree in psychology, social work, counseling, or child guidance with specialization or experience in mental health; or be a licensed marital and family therapist (state regulation AS 08.63); or be a licensed professional counselor, or licensed clinical social worker. He/she should have, at minimum, one year of experience in provision of assessment and individual and/or group therapy with preference given to experience in the field of child and adolescent mental health. If unlicensed, the CPS will sit for licensing as soon as their supervisory requirements are met, and within an agreed timeframe to be determined at time of hire.

### **PHYSICAL DEMANDS**

The CPS must be able to drive and transport children in personal and/or AK Child & Family vehicles and must be able to access AK Child & Family and community buildings to attend meetings and agency activities. The CPS must be able to respond timely to on-call duties on a rotating basis with the DCP, and other community programs clinical therapists. He/she must be able to complete AK Child & Family paperwork and assessments within a timely manner, use the copy and fax machine, complete reports on the computer and produce legible student records.