

AK Child and Family

Job Description

Community Programs Clinical Case Management Supervisor

SUMMARY OF RESPONSIBILITIES*

The Community Programs Clinical Case Management Supervisor (CCMS) has responsibilities in the provision of direct clinical care as well as supervisory responsibilities for case managers assigned to youth in Family Treatment Homes, the Teen Group Home and the Home Based Programs. The CCMS will have a caseload that will include family, individual, and group therapy for youth in Community Programs and maintain a productivity average set by the DCP to be reviewed annually. The CCMS provides direct clinical and administrative supervision to a portion of the Case Management staff. The CCMS assists in the development of treatment plans and provides related clinical consultation to ensure that all compliance standards are met in the provision of treatment. With the DCP, the CCMS provides additional clinical support to the Activity Therapy and Treatment Foster Care departments. The CCMS in conjunction with the Director of Community Programs (DCP) and the Human Resources Department interviews and hires all case management applicants. On-call services are also a part of this position.

The CCMS will assist the DCP regarding the ongoing evaluation and development of treatment programs and implementation of effective contemporary treatment models; including staff training to ensure that high quality, effective treatment programs are provided and that desirable treatment outcomes are attained. The CCMS participates collaboratively in agency committees, work groups and with community agencies as assigned in order to support the continual improvement of Community Programs and of the agency as a whole.

The CCMS is expected to abide by all safety rules and regulations of the agency. The responsibilities are carried out according to AK Child and Family policies, the AK Child and Family mission, and the AK Child and Family philosophy of care in addition to the standards of the Joint Commission and the regulations of the State of Alaska. Assumes additional duties as assigned.

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

SUPERVISION AND COORDINATION OF SERVICES

The CCMS reports to the Director of Community Programs. The CCMS assists the DCP in coordinating clinical services within program parameters. The CCMS adheres to the ethics of the professional body of which s/he belongs to. The CCMS collaborates and coordinates services with all staff during supervision, department staff meetings and established committees. The CCMS actively participates in agency performance improvement activities.

QUALIFICATIONS

Knowledge, Skills and Abilities: The CCMS 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 CCMS 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 CCMS 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 CCMS must be able to drive and transport children in personal and/or AK Child and Family vehicles and must be able to access AK Child and Family and community buildings to attend meetings and agency activities. The CCMS 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 and Family paperwork and assessments within a timely manner, use the copy and fax machine, complete reports on the computer and produce legible student records.