

AK Child and Family

Job Description and Performance Appraisal

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 Therapeutic Foster Care, the Teen Group Home and the Home Based Programs. The CCMS provides direct clinical and administrative supervision to the Case Management staff/department. The CCMS provides clinical oversight in the development of treatment plans and provides related clinical consultation to ensure that all compliance standards are met in the provision of treatment. The CCMS ensures that progress notes and other needed paperwork to bill Medicaid are completed in a timely manner. With the DCP, the CCMS provides additional clinical support to the Activity Therapy and Treatment Foster Care departments. The CCMS in conjunction, as needed, with the Director of Community Programs (DCP) and Associate Director of Community Programs (ADCP) and the Human Resources Department interviews and makes hiring recommendations for Case Management applicants. On-call services are also a part of this position.

The CCMS will assist the ADCP and 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 & Family policies, the AK Child & Family mission, and the AK Child & 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 & Family may have responsibilities altered during the course of employment due to agency imperatives.

SUPERVISION AND COORDINATION OF SERVICES

The CCMS reports to the Associate Director of Community Programs. The CCMS assists the ADCP 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 demonstrate current knowledge of clinical supervision practice and leadership skills. The CCMS must demonstrate solid clinical

understanding of child and adolescent development, psychopathology, and treatment modalities. Commitment to the implementation of current best practices in the field of child and adolescent behavioral health is critical, as is an understanding and commitment to the use of ongoing data collection to ensure continuous quality improvement of the program. The CCMS must have experience working with emotionally disturbed children, adolescents and their families; and must have demonstrated ability to complete comprehensive assessments, and treatment planning. Essential components of the position are demonstrated skills in the area of clinical supervision, training on clinical topics, adhering to regulations; strategic planning and implementation, employee supervision, job coaching and mentoring, professional development and performance management; excellent written, interpersonal and oral communication (English) skills; creativity/flexibility in delivery of services within program policies and procedures; and the ability to function as a member of an interdisciplinary team. The CCMS must demonstrate an understanding and sensitivity to serving a culturally diverse population. This position also requires a valid driver's license and the ability to travel within the community.

Education and experience: The CCMS must have a Masters degree in psychology, social work, counseling,; 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 & Family vehicles and must be able to access AK Child & 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 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, accurate, ethical, and timely student records.