

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **SUPERVISORY POSITION**

JCN: 127  
EXEMPT

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### **BEHAVIORAL HEALTH CLINICIAN SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Behavioral Health Program Supervisor, perform professional and highly complex duties in support of the Behavioral Health program; provide clinical supervision, direction and oversight to assigned licensed clinicians, pre-licensed clinicians, registered interns/associates and student interns/trainees to deliver a clinically sound comprehensive program; identify behavioral health needs of students and families; develop therapy goals and objectives for implementation through individual therapy plans; provide consultation and technical assistance to staff, students and families; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Coordinate work schedules and assignments of Behavioral Health Clinicians, Intervention Specialists, Parent Partners and assigned personnel.
- Design and implement student satisfaction feedback systems, analyze program effectiveness; recommend strategies for improvement.
- Develop and maintain behavioral health programs to meet student and family needs.
- Ensure productivity standards are met for Clinicians, Intervention Specialists, Parent Partners and assigned personnel.
- Implement and maintain training programs for behavioral health clinicians.
- Provide clinical supervision to licensed and pre-licensed behavioral health clinicians.
- Provide individual, group and family therapy services.
- Provide in-service trainings to parents, educators, families, and community members.
- Provide orientation of department operations.
- Provide oversight of charting, documentation and billing including conducting chart audits ensuring compliance with medical, ethical and legal standards.
- Provide oversight of mental health therapy services provided by other staff members.
- Participate in Critical Incident Report Team meetings, give direction to Clinicians and staff in crisis situations, provide incident debriefing, and inform Program Supervisor, Director, of Behavioral Health Clinical Program Services and Program Director of incidents.
- Participate in Root Cause Analysis after a high level incident and give direction to Clinicians and staff for making programmatic improvements.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews as requested and evaluate performance of assigned staff.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.

- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or mental health area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Ability to work on a flexible schedule to meet deadlines based on need and to attend evening and weekend meetings/conferences, as assigned.
- Be available “on-call” for crisis intervention and consultation.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.
- Travel may be required for work and/or training within California.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- Behavioral health disorders including mental health and substance abuse disorders, treatment, health regulations, laws and ethics.
- Clinical mental health disorders, and Evidenced Based Practices (EBP’s).
- Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
- Medi-Cal budgetary, reporting and auditing requirements.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, Welfare and Institution Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

##### ABILITY TO:

- Analyze and interpret health regulations and ethics.
- Collaborate with other system of care partners to ensure an integrated seamless program.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- Bachelor's degree in Psychology or related field
- Master's degree in Marriage and Family Therapy, Clinical Social Work, Professional Clinical Counseling or Psychology.

### **EXPERIENCE:**

- Two years post-licensure experience providing mental health therapy services.
- Experience supervising mental health providers preferred.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Board of Behavioral Sciences license as one of the following: Licensed Marriage and Family Therapist (MFT), Licensed Clinical Social Worker (LCSW) or Licensed Professional Clinical Counselor (LPCC); or
- Valid California Board of Psychology license as one of the following: Licensed Clinical Psychologist; or Licensed PhD in Clinical Psychology; or Licensed PsyD in Clinical Psychology.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office, school facility and/or home environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Possible contact with blood and/or other bodily fluids.
- Students may display potentially harmful behavior to self and/or others.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: January 30, 2018

Revised: July 1, 2018