

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## SUPERVISORY POSITION

JCN: 133  
EXEMPT

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### BEHAVIORAL HEALTH PROGRAM SUPERVISOR

#### **BASIC FUNCTION:**

Under the direction of the Director, Behavioral Health Clinical Services provide clinical oversight in the delivery of behavioral health services across multiple service areas, programs and overall delivery sites; supervise Behavioral Health Clinical Supervisors and evaluate performance of assigned personnel; provide oversight of medical billing and auditing activities; ensure compliance in all aspects of providing mental health services; provide clinical guidance and support to all school-based mental health program administration and staff; ensure the delivery of clinically sound comprehensive programs within schools.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Administer contract rules and requirements applicable to the delivery of behavioral health services.
- Assist in the development of protocols, policy and procedures applicable to behavioral/mental health service staff and programs.
- Be available "on-call" for crisis intervention and consultation.
- Collect and analyze a variety of statistical data to provide regular reports to the Director, Behavioral Health Clinical Services and Director, of Behavioral Health Program Services.
- Communicate with other administrators, personnel, governmental agencies, outside organizations and the public to coordinate activities and programs, exchange information and resolve issues or concerns.
- Coordinate communications and personnel to meet the needs of students and ensure smooth and efficient activities; visit school sites to monitor activities and assist personnel; collaborate with Director of Behavioral Health Program Services, administrators, school staff, personnel and outside agencies in the development and implementation of designated services and programs.
- Coordinate work schedules and assignments of Behavioral Health Clinical Supervisors and assigned personnel.
- Direct and provide oversight of mental health services.
- Ensure compliance with; medical, ethical and legal standards and work in partnership with Quality Support Supervisor to meet county, state and federal requirements for mental health services.
- Ensure productivity standards are met for assigned programs.
- Monitor, inform and report on budgetary line items for program expenditures, including but not limited to, supplies and staffing as this relates to everyday program operations.
- Participate in Critical Incident Report Team meetings, give direction to Clinical Supervisors and Clinicians in crisis situations, provide incident debriefing, and inform Director, of Behavioral Health Clinical Services and Director, of Behavioral Health Program Services of incidents.
- Participate in Root Cause Analysis after a high level incident and give direction to Clinical Supervisors, Clinicians and staff for making programmatic improvements.
- Ensure adequate personnel to meet county office, school district and student needs.
- Organize and present program performance detail.
- Provide clinical supervision and oversight to licensed and pre-licensed behavior health clinicians.
- Provide services and oversight to individual, group and family therapy services.
- Provide guidance in proper charting/documentation practices to meet funding requirements.

- Provide input on planning, organizing and implementing long and short-term objectives and related activities designed to develop assigned programs and services.
- Provide in-service trainings to parents, educators, families, and community members.
- Provide orientation of department operations.
- Provide oversight of design and implementation of students and families satisfaction feedback systems, program effectiveness analysis, and recommend strategies for improvement; oversee the implementation of mental health therapy services provided by staff in assigned area.
- Provide technical information and assistance to the assigned supervisor regarding needs, issues and progress related to assigned programs; assist in the formulation and development of policies, procedures and programs.
- 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 and on evaluations as requested.
- 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, funding agencies, 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.
- 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:**

- Basic public relations techniques.
- Budget preparation and control.
- Mental health and Evidenced Based Practicies (EBP) Curriculum interpretation and application in assigned program or instructional area.
- Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA)

- Instructional techniques and strategies related to assigned programs, functions or school facility.
- Management of assigned programs, functions or school facility in support of a designated County Office area.
- Medi-Cal budgetary, billing, reporting and auditing requirements.
- Policies and objectives of assigned programs and activities.
- Behavioral health disorders including mental health and substance abuse disorders, treatment, health regulations, laws and ethics.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.
- Principles and practices of administration, supervision and training, including program management and clinical supervision.
- Public speaking techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, Welfare & 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:

- Ability to comprehensively understand and speak in a designated second language may be required.
- Collaborate with other system of care partners to ensure an integrated seamless program.
- Coordinate communications, personnel and resources to meet the mental health needs of students and families and assure smooth and efficient activities.
- Direct and participate in the preparation and maintenance of a variety of reports, records and files.
- Direct the development and implementation of staff development activities as assigned.
- Ensure adequate resource, personnel and inventory levels to meet county office and student needs.
- Meet schedules and timelines.
- Plan and organize work.
- Plan, organize and direct operations and activities of assigned programs, functions or school facility in support of a designated county office area.
- Plan, organize and direct operations, personnel and resources to enhance administrative, faculty and staff understanding of clinical practices, Evidences Based Practice (EBP) standards and curriculum standards, guidelines and requirements.
- Prepare and deliver oral presentations.
- Provide consultation to administrators, faculty, staff, parents and the public concerning assigned programs, mental health services and functions.
- 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 minimal direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

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

**EXPERIENCE:**

- Two years post-licensure experience providing mental health therapy services.
- Two years behavioral health administration or supervision working in field related to assigned program preferred.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Board of Behavioral Sciences license as one of the following: Licensed Marriage and Family Therapist (LMFT), or Licensed Clinical Social Workers (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.
- Enroll in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Pass a language proficiency assessment in a designated second language may be required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation.
- Office and/or school facility 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.

*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: 01/30/2018

Revised: 07/01/2018; 03/11/2021; 04/01/2021