



JOB DESCRIPTION

POSITION TITLE: Clinical Supervisor

JOB RELATIONSHIPS:

Reports to: Director of Clinical Services
Supervised by: Director of Clinical Services
Supervises: Clinical Therapist, Clinical Intake Specialist, Clinical Assistant, Individual and Group Contract Therapists, student interns and volunteers
Interrelationships: Alliance For Children staff, Texas Department of Family Protective Services staff, law enforcement staff, Tarrant County District Attorney's Office staff, Cook Children's Medical staff, community agencies, volunteers, children and families

Summary:

Clinical Supervisor is responsible for all daily clinical operations at her/his designated center, including but not limited to intakes and individual/group therapy. In addition she/he will provide supervision and support for staff, interns and volunteers.

Job Duties/Essential Functions:

- Provide regular supervision with staff and interns at designated center.
- Provide training to new employees and interns as needed.
- Provide annual training to contract group therapists.
- Provide routine audits on staff documentation and client files.
- Provide individual counseling to 5-7 clients at designated center.
- Provide timely documentation within 24 hours of seeing client.
- Assist Director of Clinical Services in the ongoing development of the Clinical Program.
- Assist Director of Clinical Services with ongoing recruitment of contract therapists.
- Supervise student interns on an as needed basis.
- Lead or sub for groups on an as needed basis.
- Other job duties as requested by immediate supervisor or Executive Director.

Knowledge/Skills/Abilities:

- Master's degree required in Social Work, Counseling or related field.
- LPC, LCSW, or related certification required.
- A minimum of two years demonstrated relevant work experience including supervisory experience preferred.
- Trained in TF-CBT preferred and knowledgeable of other EBP's.
- Strong communication and documentation skills.
- A minimum of two years of experience working with child abuse victims in a clinical setting preferred.
- Must have valid driver's license and proof of liability insurance.
- Must successfully complete annual criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.

- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Demonstrate teamwork, performance and commitment to the overall mission of Alliance For Children.

Physical Requirements:

Ability to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Ability to operate a telephone and computer. Ability to lift up to 20 lbs. (usually office supply boxes). Moderate independent travel by private auto required.