

Job Description

POSITION:	Clinical Supervisor
PROGRAM/LOCATION:	Various Programs/BRC
SUPERVISOR:	Director of Programs

PROGRAM SUMMARY:

EHC LifeBuilders confronts homelessness by cultivating people's potential to get housed and stay housed. The agency provides a variety of housing programs – short-term and long-term – and supportive services – including intensive case management, non-intensive case management, information and referral, and more – to the homeless and those at imminent risk of homelessness. Our target populations are the chronically homeless, veterans, families with children, and transition-aged youth.

The Clinical Supervisor will provide one-on-one and group supervision to case management staff who are pursuing licensure. The role of a Case Manager at EHC LifeBuilders is to assist clients in increasing housing stability and self-sufficiency, working proactively with clients to establish and implement case management plans focused on the clients' goals. The Clinical Supervisor will also provide guidance in an advisory capacity to other staff and interns as directed by the Director of Programs.

DUTIES/RESPONSIBILITIES:

Supervision (85%)

- Provide weekly individual and group supervision to staff who perform case management and other direct client service, including:
 - Reviewing cases
 - Monitoring/observing service provision
 - Completing all documentation required by EHC LifeBuilders and the BBS
 - Participate in performance evaluation by providing feedback to managers
- Consult with agency staff on best practices and standards of care
- May be responsible for providing field instruction for MSW student interns

Administration (10%)

- Develop and maintain clinical supervision protocols
- Advise management on training needs of supervised staff
- Maintain compliance with contractual and legal requirements

General (5%)

- Assists with office-related tasks as needed
- Attends all job-related meetings, including program staff meetings and agency-wide meeting

- Participate in opportunities for learning and skill maintenance/development, including internal and external training and workshops
- Assists with other duties assigned

QUALIFICATIONS:

Education and Experience

- LCSW, licensed in California, with the ability to provide BBS supervision
- Two years clinical experience in the field of homeless services or with the target populations
- Prior case management experience in a clinical setting preferred
- Prior experience providing individual and group supervision for BBS licensure preferred

Skills, Abilities, and Knowledge

- Strong knowledge of California Board of Behavioral Sciences regulations and requirements of supervision for licensure
- Knowledge of clinical and ethical practices and policies under CA law
- Exceptional documentation skills
- Knowledge and understanding of diagnosis, terminology, and charting standards
- Ability to provide specific feedback and effective coaching
- Ability to quickly build trust and rapport in interpersonal relationships
- Strong written and oral communication skills
- Exceptional listening, critical thinking, and problem solving skills
- Strong facilitation and mediation skills
- Demonstrated ability to develop and maintain priorities and meet established deadlines
- Exceptional organizational skills
- High level of flexibility and ability to prioritize appropriately
- Ability to work with people of diverse socio-economic and cultural backgrounds
- Understanding of and sensitivity to the needs of the homeless
- Understanding of and strong adherence to social work ethics

Characteristics

- Desire to continually develop skills and increase knowledge through lifelong traditional and experiential learning
- Strong sense of accountability
- Values being part of a coordinated team
- Demonstrates that the work is client-centered
- Exhibits leadership qualities (e.g., modeling desired behaviors, empowering others to act, appropriately challenging process barriers, celebrating accomplishments, etc.)
- High level of professionalism with internal and external audiences
- High level of cultural awareness, responsiveness, and competency

Other

- Valid CA Driver's License
- Reliable personal vehicle