

<b>Job Title</b>	Clinical Supervisor
<b>Employer/ Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Job Description</b>	<p>The Clinical Supervisor is responsible for providing clinical supervision of assigned clinical staff and interns, students, and volunteers and for the direct provision of counseling services to individuals, couples, families, and groups.</p> <p><b>PRINCIPAL DUTIES</b></p> <ul style="list-style-type: none"><li>• Responsible for encouraging and facilitating professional development practices aimed at improving practitioner competencies at the individual and team levels, which includes developing, tracking, and moving forward the professional development and performance planning and evaluations of assigned clinicians, interns, and students.</li><li>• Provide clinical supervision and ensure compliance of ethical practices of assigned staff.</li><li>• Ensure clinical services are conducted in accordance with the Texas professional licensing standards, professional codes of conduct, and agency standards and support professional staff working toward advanced licensure based on the requirements outlined by the Texas State Board of Examiners.</li><li>• Play a key role in ensuring the proper and timely submission of clinical documentation allowing the program to meet qualitative and document review goals.</li><li>• Perform direct client services; intake, screening, assessment, diagnosis and service planning; offering referrals as needed; individual, couple, family and group counseling; providing presentations and workshops.</li><li>• Meet or exceed productivity and outcomes targets as outlined in the Performance Indicator Report and manage critical case issues with the assistance of Program Director to ensure the safety and well-being of clients.</li><li>• Participate in internal agency collaborations as well as community outreach functions and work closely with the Program</li></ul>

Director to ensure the successful achievement of productivity and outcome goals.

- Become familiar with the Catholic Social Teachings and promote the integration of these values into the program's services.
- Maintain personal professional licensure requirements for service provision and supervision.
- Participate in staff meetings, case staffings, consultations, and agency staff development trainings.
- Contribute to agency staff training opportunities as judged necessary to maintain best practice standards by staff and as requested by Program Director.
- Work collaboratively with the Program Director to complete administrative assignments including applying for funding opportunities and maintenance of internal quality and compliance activities.
- Complete paperwork within required time frames including, assessments, service plans, efforts, quarterlies, and closing summaries. Also, maintaining records in accordance with regulatory/agency standards. Clear, accurate, and timely entry of data and documentation needed for the tracking of output/outcome measures. May be asked to assist in record review or qualitative review processes. Also will document supervision meetings with staff, interns/students/volunteers and ensure that supervisees' documentation meets all standards.
- Participate in interagency and community networking and program promotion opportunities and contribute to the development of strong partnerships by serving clients referred by fellow agency programs and regularly communicating with client case managers and other staff to provide effective treatment.
- Perform other duties as required including, but no limited to participation in staff retreats, United Way tours, agency fairs and speaking engagements, and assisting with special organizational projects/events.

**Qualifications**

**MINIMUM SKILLS AND EXPERIENCE:**

- A license in the state of Texas to practice counseling/psychotherapy, e.g., LCSW, LMFT, LPC.
- At least 5 to 10 years' experience providing direct counseling services to individuals, families, couples, children, and groups.
- Two or more years' experience in clinical supervision.
- Demonstrated knowledge of counseling theories and skills, with the ability and willingness to supervise staff with differing theoretical orientations.
- Demonstrated knowledge and practice of professional ethics.
- Public speaking ability, including the ability to provide presentations and workshops to large audiences.
- Ability to gather, track, and report large quantities of data; must be well organized and know how to handle confidential information.
- Interacts with peers, supervisors, and administrators in a respectful and professional manner.
- Strong verbal and written communication skills.
- Ability to work well within a team and provide services with an integrated approach.
- Approaches challenges with a solution-focused approach and maintains a positive attitude.
- Bilingual English/Spanish (Preferred).

**OTHER:**

Must be able to work on a flexible schedule including evenings and as needed to respond to crisis.

Must have reliable transportation, valid Texas driver's license and evidence of insurability.

Must be able to coordinate a variety of activities.

Must have a clear understanding of outcomes measures and managing quantitative/qualitative data.

Must understand and practice a "Servant Leader" model of supervision.

<b>Salary/Hours</b>	TBD
<b>Employer/Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston



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<b>Opening Date</b>	8/21/2015

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