

Job Title	Bilingual Family Health Program Clinical Supervisor – No Estás Solo Program
Employer/ Agency	Any Baby Can
Job Description	<p>The Family Health Program Clinical Supervisor is a supervisory position responsible for the daily operations and management of the Family Health Program: No Estás Solo (NES) Counseling Program. This position also includes the clinical supervision of counselor staff, training and monitoring of staff, and client management. Additionally, this position provides consultation to all agency staff regarding mental health issues for families with children.</p> <p>ESSENTIAL FUNCTIONS: Staff Supervision, Clinical Services, and Program Operations:</p> <ul style="list-style-type: none"> • Select, train, supervise, and evaluate performance of program staff; • Direct day-to-day program operations, including: program services, administrative duties, direct care program staff needs, referrals, caseload assignment and management, waitlist management, case triage, and general troubleshooting; • Conduct weekly team meetings and minutes including case consultation, billing, and business meetings; • Provide Clinical supervision to masters level and clinical level staff including mental health theory application, short-term intervention, and crisis management; • Monitor program staff in order to maintain compliance with all: program policies and procedures, grants, contracts, laws, and ethical regulations; • Monitor all program activities and implement quality assurance reviews and procedures including the oversight of quality assurance chart reviews and regular home-visit observations of staff; • Evaluate program performance using quantitative and qualitative data including staff caseloads, staff productivity, progress toward program deliverables, program challenges, etc., on a regular basis and report to the Director of Family Health Programs (DFHP); • Participate in supervision and required agency meetings with DFHP; • Attend community meetings and task force groups as necessary; • Communicate to DFHP any necessary staff and/or financial resources needed to meet program demands; • Regularly review and provide updates to the DFHP on program Logic Models • Support the DFHP in the establishment and revision of program procedures, manuals, forms, educational materials, and other program resources as needed; <p>Additional Duties:</p> <ul style="list-style-type: none"> • Provide counseling for adults, children, adolescents and/or families, or groups, in the home, the office, and/or other sites as needed, in concert with developing and maintaining good rapport with clients and families; • Develop a diagnosis for each client and coordinate goals, in collaboration with the clients and/or families; • Provide training, orientation, and complete counseling intake, assessment, treatment plans, and psychotherapy notes in a timely manner. • Establish and maintain collaborative internal and external relationships to support all Family Health Programs;

	<ul style="list-style-type: none"> • Maintain relationships with the State and National organizations as appropriate to ensure ABC compliance with all aspects of program model and professional requirements; • Regularly review, through reports and spot checks, data input and appropriate use of the Any Baby Can Database; • Review drafts of grant proposals and other published documents, as requested; • Provides outreach as requested; • This position requires periodic availability outside normal working hours to attend and facilitate program-related events and activities; • Perform all other duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Master’s degree in Social Work or Counseling, with most supervision hours complete, and a minimum of 2 years professional experience required; LCSW or LPC preferred. • Must be under clinical supervision by a board certified supervisor if not clinically licensed (ie. LMSW, LPC-I). • Texas License in Social Work and/or Counseling, required. • Language skills in English and Spanish, both written and verbal modalities, required. • Experience in working with low-income and culturally diverse families with multiple needs. • Demonstrated ability to work independently, as well as actively participate as a collaborative team member. • Excellent communication skills and ability to establish rapport quickly with client’s and families. • Proven ability to maintain detailed and accurate program records and meet deadlines. • Flexible, able to work well under pressure and handle crisis situations. • Must have good driving record, valid Texas driver’s license, and current auto insurance. • Must have current CPR/First Aid Certification or obtain within 30 days
Salary/Hours	Full time Salary based on experience
Employer/Agency	Any Baby Can
Address	6207 Sheridan Ave.
City, State, Zip	Austin, TX 78723
Contact Person	Human Resources
Telephone Number	512-454-3743
Fax Number	512-334-4472

Email Address	jobs@anybabycan.org
Application Method	By mail, email, or fax
Opening Date	Open until filled.

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