



Leadership • Collaboration • Support

JOB TITLE: Clinical Services Supervisor

Classified Management Salary Schedule, Range 14

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Administers programs and provides clinical oversight and quality assurance to unlicensed and licensed staff working in programs that serve school age youth, adults, and at-risk youth populations including foster, homeless, Lesbian/Gay/Bisexual/Trans-gender/Queer (LGBTQ), and crossover youth. The Clinical Supervisor is responsible for adherence to all applicable licensing, supervision, documentation requirements, and oversight of the timeliness and quality of a clinicians' work.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California driver's license.
- Possession of one or more of the following: Master of Social Work, Master of Science in Counseling, Marriage, Family and Child Counseling, or Master of Arts in Psychology. Additionally, will hold one or more of the following: License in Clinical Social Work (LCSW), License in Marriage and Family Therapy (MFT), or a license as a Psychologist issued by the California Board of Psychology.
- Minimum of two (2) years of experience in clinical supervision of interns and clinical staff.
- Successful experience collaborating with community-based organizations, governmental agencies, educational communities, and relevant stakeholders related to services for youth.

ESSENTIAL DUTIES

- Provides clinical supervision to clinical staff who provide direct clinical services to students for Solano County Office of Education programs.
- Manages personnel, develops program goals, prepares, and maintains budgets, exercises proper budgetary control measures, and evaluates program based supplemental services for at-risk students.
- Prepares comprehensive narratives, statistical and program reports, oral presentations, case management files, as well as maintain files in a confidential manner.

- Writes and secures grants, local/state/federal funding to insure adequate and appropriate fiscal support for programs.
- Establishes and maintains effective and productive working relationships with a diverse range of people including, but not limited to county office personnel, school district personnel, outside community and governmental agencies including the California Department of Education and the U.S. Department of Education, students and parents.
- Provides technical assistance and support to district liaisons related to the effects of trauma on a student's success in school and the community.
- Leads the coordination of county-wide meetings with representatives from the school districts, community-based organizations, and governmental agencies for collaborating on best practices for providing school-based mental health services.
- Supports a comprehensive county-wide approach to providing the necessary support to youth and adults who have experienced trauma.
- Serves as a member of the Management Advisory Council (MAC).
- Performs related duties as required.

MARGINAL DUTIES

- May support the design of systems for collecting program data and maintaining records for tracking outcomes, to compile the information required in county and state reports.
- May act as a conduit of information between district multi-disciplinary teams, SCOE, and various County government offices, such as Health and Social Services, County Behavioral Health Department, Probation Department and Solano County school districts.
- As appropriate, may attend and play an active role on a district's or a partner agency's multi-disciplinary team.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of the Educational Services Department.

SUPERVISION EXERCISED

Employees in this classification supervise and evaluate program staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%)

Walking (35%)

Sitting (40%)

Body Movement (Frequency):

None (0) limited

Occasional (1)

Frequent (2)

Very Frequent (4)

Lifting – lbs. (0-40)

Bending (3)

Pushing and/or
Pulling loads (3)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (3)

Climbing Ladders (1)