

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Behavioral Health Clinical Program Supervisor	REPORTS:	Director, Health Services/Child Dev.
DEPARTMENT:	Health Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	215
ISSUED:	July 15, 2010	SALARY:	Range 29

BASIC FUNCTIONS:

Under the general direction of the Director of Health Services/Child Development, plans, organizes, develops and implements the District behavioral health program; supervises and trains behavioral health counselors for the District behavioral health program. This position also evaluates and formulates department priorities and recommends strategies for effective program operation.

REPRESENTATIVE DUTIES:

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

DISTINGUISHING CHARACTERISTICS:

The Behavioral Health Clinical Program Supervisor is responsible for the management, development, and implementation of the behavioral health program. The program supervisor oversees the mental health services provided to Chino Valley Unified School District children birth through 21; works closely with school district personnel to monitor and assess mental health issues that affect children and schools. The program supervisor is responsible for the supervision and training of counselors that provide mental health services to at risk children from birth through 21. The clinical supervisor also provides behavioral health services to District students referred for assessment and assistance with the goal of facilitating and promoting appropriate behavioral health and personal health. The Behavioral Health Clinical Program Supervisor identifies the behavioral health needs of students and develops therapy goals and objectives for implementation through an individual therapy plan. The Clinical Supervisor will review and supervise counselors and ensure that therapy plans for students are appropriate.

E = Essential Functions:

MINIMUM REQUIREMENTS:

1. Administers the operations of the behavioral health program for District; develops, implements and monitors work plans to achieve counseling goals and objectives; participates in developing, implementing and evaluating programs, plans and processes the systems and procedures to achieve district goals. **(E)**

2. Provides high performance, customer service-oriented work environment which supports achieving District and site objectives and service expectations; designs and implements client satisfaction feedback systems.
3. Works in collaboration with multiple districts, city, county and private agencies in a school-based and school-linked integration model to direct and manage the delivery of counseling services to at-risk youth and their families.
4. Supervises and trains behavioral health counselors. Provides individual and group clinical supervision weekly. Monitors and evaluates counselors' assessments, therapeutic goals and plans for referred students. Manages and directs crisis interventions.(E)
5. Oversees and directs counseling and case management activities for assigned school sites; oversees and directs the preparation of assessments, individual therapy plans and case management plans for referred students and families; establishes a comprehensive system for tracking progress made by students and families; manages and directs crisis interventions.(E)
6. May provide individual, group and family therapy services; conducts interviews, assessments and observations; participates in special assessments, individual therapy plans, and other meetings; refers students to other agencies; maintains log of incoming referrals, case openings and closings and case dispositions.
7. Oversees and ensures maintenance of student counseling files and case management files and records; maintains log of incoming referrals, case openings and closings and case dispositions; oversees maintenance of and audits detailed documentation for clinical charts.
8. Oversees the submission of documents for eligible individuals to Medi-Cal billing program; submits evaluations of programs as required.(E)
9. Ensures 24 hour/7 days a week crisis response coverage.
10. Other duties as assigned by supervisor.

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Master's degree in social work, psychology, counseling, and guidance or related field.

Licensed Clinical Social Worker (LCSW) or licensed Marriage and Family Therapist (MFT) by California Board of Behavioral Sciences

Three years of counseling experience as a LCSW or MFT working with a community service or social work organization involving at-risk children and families.

Two years experience providing clinical supervision (may be combined with counseling experience).

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Theory, principles and practices of behavioral health and clinical social work.
- Principles, practices, methods and protocols for interdisciplinary case management.

- Federal, state and local laws, regulations and codes regarding standards of practice for behavioral health and case management.
- Methods and techniques for assessing child and family behavioral health issues and family case management needs.
- Community resources and services applicable to carrying out assigned case management and social services responsibilities.
- Child, adolescent or developmental psychology and group dynamic theories and practices.

ABILITY TO:

- Plan and coordinate the operations of a District behavioral health clinic.
- Train and supervise staff.
- Assess eligibility for participation in counseling or case management program.
- Obtain sensitive and confidential information through personal interview.
- Interact effectively with parents and children of diverse backgrounds and experiences.
- Provide counsel on difficult, sensitive and confidential matters often involving issues that are emotionally upsetting.
- Establish and maintain case records, files, reports and other materials.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment and school sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents and the public.
- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders, and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

FUNDING:

Continuity of this position is based on continued availability of funding.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Behavioral Health Clinical Program Supervisor and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourage both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: July 15, 2010