

CLASS SPECIFICATION FOR
MH/DS Clinical Supervisor

GENERAL STATEMENT OF DUTIES: Provides a full range of treatment and/or prevention services to clients with any combination of psychiatric, emotional, relational, substance abuse or social problems. May perform limited clinical supervision of staff and provide both consultation and education activities; may coordinate the administrative and/or clinical activities of a specialized project within one of the major agency programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work entails advanced professional mental health skills both in clinical practice and in consultation activities. This level of clinician may provide clinical supervision to practicing students and to lower-level clinicians. This work may involve program planning and coordination of a special project or program unit. An incumbent performs duties under general supervision of a higher-level clinician. Administrative supervision is received from an MH/DS Program Coordinator or Program Manager.

EXAMPLES OF WORK (illustrative only):

- Conducts assessment of clients through psychological evaluation, social history and/or interview;
- Administers and scores intelligence, personality and other psychological assessment instruments and prepares reports of same;
- Performs individual psychotherapy, group therapy, marriage counseling and family therapy and related activities;
- May visit clients at home to conduct assessment or provide treatment;
- Refers clients to appropriate community resources when called for in treatment plan;
- Maintains administrative and clinical recording of work as required;
- Conducts collateral contacts with family of clients or other community caregivers involved with client;
- Prepares written treatment plans and establishes diagnosis;
- May provide clinical supervision to lower-level clinicians and practicing students;
- May be required to handle full caseload without carrying supervisory responsibilities;
- Conducts special educational courses and programs of a preventive nature;
- May provide program consultation to other organizations and agencies in conjunction with the consultation/education unit;
- May coordinate a special project or program unit;
- May develop written procedures to provide guidelines for a special project;
- May conduct short- and long-range program planning;
- May evaluate performance of staff;
- May prepare special project grants;
- May prepare public education materials;
- May make educational presentations and give speeches to community or professional groups;
- May represent the agency at public education events;
- Establishes and maintains effective working relationships with local agencies;
- Expands own knowledge by such means as academic study, independent reading and attending outside conferences, workshops and seminars;
- Performs related work as assigned.

MH/DS Clinical Supervisor (continued)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of community mental health; considerable knowledge and understanding of normal and abnormal human behavior and personality development, substance abuse treatment and etiology, family and group dynamics; extensive knowledge of a variety of psychotherapeutic treatment techniques/modalities and ability to perform same with most seriously disturbed clients; extensive interviewing and interpersonal skills; adherence to ethics appropriate for a professional helping relationship; extensive knowledge of mental health diagnoses, assessment, and/or psychological and educational testing; considerable knowledge of principles and methods of clinical supervision; demonstrated ability to work effectively with other community agencies; knowledge of consultation and education techniques; demonstrated ability to act with good judgment. Some positions may also require basic skills in the field of administration and personnel management, considerable knowledge of the field with which the specialty project deals, and/or ability to establish goals and direct activities toward such goals.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a two (2) year master's degree in clinical social work, psychology or a directly related field plus three (3) years of experience in a mental health setting (for a one-year master's degree, one (1) additional year of experience or an internship is required to replace the second year of formal training); OR, a doctoral degree in a directly related field with a one (1) year internship in a related setting; OR, any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Must hold or be qualified to work toward licensure or accreditation for appropriate discipline.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.