



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	3115-008
CLASS TITLE:	<b>Behavioral Health Clinical Supervisor</b>
FLSA DESIGNATION:	Exempt
RANGE/STEP:	354 (Step A-F \$5,701-\$7,275)

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#### **JOB SUMMARY:**

Under the direction and supervision of the Behavioral Health Branch Director or the Behavioral health Clinical Director.

This Job Class is distinguished from other clinical positions in that the Clinical Supervisor provides leadership and supervision for direct service clinical staff, which may include, but may not be limited to, staff in the following categories: Non-licensed BH Clinicians, BH Specialists I-III, Student Interns, and Volunteers. May serve as lead clinical coordinator for designated unique projects and/or activities that require advanced skill and efficiency in communication, coordination, guidance and liaison activity with a wide variety of professionals and non-professionals within the department, multiple county departments, and/or community partners. Conducts behavioral health assessment and provides non-medical psychotherapeutic, recovery-oriented services to assigned individuals and groups.

#### **DISTINGUISHING CHARACTERISTICS:**

This is the Supervisory level class of licensed clinician, with full, first-line supervisory responsibilities, including planning, assigning, and evaluating the work of subordinates. May be assigned responsibility for a program area within the department. Works within the scope of a: 1) Licensed Clinical Social Worker (LCSW), 2) Licensed Marriage and Family Therapist (LMFT), 3) Licensed Clinical Counselor (LCC), or 4) Licensed Clinical Psychologist (PhD or PsyD). Assigned a full range of therapeutic support duties for assigned clients.

#### **EXAMPLES OF DUTIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Provides direct clinical supervision for non-licensed direct service staff, including assignment of tasks; observance, review, and evaluation of job performance; administration of personnel functions (e.g., discipline, grievances, privileges); and responsibility for the worker, as well as the work, through consultation, coaching, review of treatment plans, progress notes, and review of worker's effectiveness as a member of an integrated team.

- Provides leadership for clinical team(s) working together to address needs of clients who may present with co-occurring mental health, substance use, and/or physical health disorders.
- Performs intensive casework services with children and adult clients and their families. Participates in the intake process, assessment, and the evaluation of symptoms and impairments presented.
- Gathers data of client's history through a variety of sources, which may include personal interviews with client, family members, friends, teachers and employers; prepares case histories with particular emphasis on biopsychosocial factors affecting the client.
- Provides ongoing treatment planning and psychotherapeutic treatment of clients assigned. Collaborates with the client, other staff members, medical providers and community agencies in carrying out a treatment plan.
- Provides individual, family and group therapy; facilitates group sessions.
- Provides case management services for assigned clients and family members.
- Provides emergency on-call service as assigned; conducts interventions and evaluations of individuals in crisis; initiates the provision of critical services based on the evaluation.
- Documents (paper and/or electronic records) clinical files and billing records for all client contacts, including contact with family or significant others, and consultations with other providers and agencies.
- Engages clients and family members in partner relationships to enhance clients' active participation in their recovery process.
- Assists clients to learn skills required to successfully achieve psychological stability and personal independence.
- Supports and enhances clients' emotional and behavioral stability; explains nature of illness, procedures and treatments to clients, family, and significant others; provides advocacy as needed.
- Participates in multi-disciplinary team meetings to review client caseload, treatment, concerns and recommendations; prepares and presents progress reports. May be assigned a leadership role in team meetings.
- Maintains cooperative professional relationships with agencies significant to the continuum of care for clients.
- Maintains expertise in field of service through participation in applicable educational opportunities.
- Conducts presentations and training to county staff, partner agencies, and the general public to introduce and communicate the roles and functions of the behavioral health programs and/or to provide education on a variety of topics related to behavioral health.
- Adheres to the standards of the Privacy Act of 1974 (USC, Sec 552A) as amended, to the HITECH Act, and to 42 CFR; maintains and enforces all aspects of confidentiality of client information.
- Performs other related duties as assigned.

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

- Pertinent Federal, State, and local laws, codes, rules and regulations.
- County and department policies and procedures.
- Protocols, practices and principles of psychotherapeutic techniques and procedures in behavioral healthcare, to include mental health and substance use disorders.
- The edition of the Diagnostic and Statistical Manual (DSM) in use by the Department, as well as the most current version of the DSM.
- Principles and practices of legal, ethical and professional rules of conduct.
- Principles of file systems, case files and records management.
- Current issues in the field of behavioral health.
- Computer applications related to work.
- Social, medical, educational, and other resources available in the local community.

**Ability to:**

- Coaching and supervision of subordinates, maintaining positive working relationships with subordinates, while maintaining appropriate supervisorial boundaries.
- Understanding, interpreting and applying relevant statutes, ordinances, codes and regulations.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and assisting with the implementation of programs and activities in support of goals.
- Using standard office equipment.
- Operating a personal computer, an electronic health record and/or a registry utilizing a variety of business and professional software.
- Safely driving a motor vehicle to attend meetings, visit service providers and/or clients and family members.
- Taking effective action in crisis situations.
- Maintaining accurate records and files.
- Preparing clear, concise, and accurate documentation, reports, correspondence, and other written materials.
- Communicating clearly and concisely, both orally and in writing.

- Establishing and maintaining cooperative working relationships with those contacted in the course of work.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working with deadlines to ensure timely record-keeping and to complete projects and assignments.
- Interacting with people of different social, economic and ethnic backgrounds.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

*This work consists of complex professional and administrative duties at mid-management level.*

**LICENSING AND CERTIFICATION:**

- Possess a valid California Class C driver's license.
- Possess a Master's Degree in Social Work, Counseling or Psychology.
- Possess a valid California license as an LCSW, LMFT, LCC (Board of Behavioral Sciences) or licensed Clinical Psychologist (Board of Psychology).

**PHYSICAL DEMANDS:**

- Working conditions; a typical office/health clinic setting which involves the potential for high stress levels and exposure to hostile situations.
- Some non-standard work hours are required, including 24-hour crisis on-call services, as well as attending meetings and workshops representing the Department outside of the county.
- May involve working with highly manipulative, questionably motivated and clinically challenging clients; must be able to maintain professional composure and clinical effectiveness.

- Mobility to work in a typical office/health clinic setting, use standard office equipment, lift and carry items up to 30 pounds, and drive a motor vehicle; vision to read printed materials; speech and hearing to communicate in person and over the telephone.
- Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.**

**FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met in order for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.**

*Reclassified and approved by the Board of Supervisors on September 12, 2017  
Effective: September 1, 2017*

*Reclassified and approved by the Board of Supervisors on June 28, 2022  
Effective: July 1, 2022*

**Final verified classification approved by:**

DocuSigned by:  
  
**Human Resources and Risk Manager Director**

**Reviewed and approved by:**

DocuSigned by:  
  
**County Counsel**

**Received and filed by:**

DocuSigned by:  
  
**Clerk of the Board**