



POSITION ANNOUNCEMENT

POSITION: **Therapist Supervisor – Counseling Center**

LOCATION: 2750 Sutterville Rd. Sacramento, CA 95820

SCHEDULE: Monday – Friday, 8:30am-5:00pm. Evenings and/or weekends based on program needs.

SALARY: \$101,200.00 annually

Founded in 1867, the Sacramento Children's Home is the oldest active charity in Sacramento and among the most highly respected. SCH is an equal opportunity employer who values an inclusive work environment that celebrates and recognizes the diversity of its employees. At SCH, we appreciate that having employees of many different backgrounds strengthens our organization, and we strive to create a workforce that reflects the diverse and culturally rich communities that we serve.

OVERVIEW: The Therapist is responsible for providing assessment, individual, family, and group therapy, case management, collateral services, Child, Family and Team Meetings, and crisis intervention services, in compliance with the Sacramento County Mental Health, DBHS, and EPSDT standards, to clients enrolled at the Counseling Center.

DUTIES:

1. (70%) Personal Management

- Directly supervises therapists and provides regular supervision as needed.
- Processes paperwork for all required personnel forms, including but not limited to, personnel changes, promotions, disciplinary actions, etc.
- Ensures timely and thorough completion of performance evaluations in accordance with agency policy.
- Maintains tracking of productivity standards and provides support to program in order to reach target goals.
- Ensures timely submission of required staff paperwork (timesheets, individual documentation of training forms, mileage/expense reports, etc.).
- Ensures that the use of evidenced-based practices, CANS and agency or county supported practices are fully implemented and demonstrate fidelity.
- Oversees staff, providing the necessary and appropriate counseling or disciplinary action in accordance with agency policies, consulting with Program Manager and Director of Human Resources when major disciplinary action is needed.
- Ensures accurate timekeeping and attendance records are maintained and submitted in a timely manner to payroll.
- Orients incoming staff to the program, Agency and County and provides training on requirements and regulations.
- Provide individual and group supervision for clinical staff, as necessary.
- Assigns cases to clinicians based on availability and skills as needed.
- Reinforces SCH and program policies related to daily responsibilities.
- Ensures that all HR policies and standards are followed regarding personnel management that includes, but not limited to, recruitment, training and orientation, evaluations, and employee discipline.
- Serves as a resource for program staff providing client services.
- Assumes specific leadership tasks in Senior/Associate Clinical Program Manager's absence, when assigned.
-

2. (10 %) Clinical Services

- Schedules and opens new referrals within 10 business days of receiving the referral.

- Meets with clients for individual, family/group therapy, and case management sessions in the office or community (i.e., home, school, etc.), assesses clients' needs and level of functioning, determines an appropriate diagnoses and creates treatment plan.
- Provides therapeutic services consistently and ensures that no client is without services more than 30 days.
- Facilitates and participates in Child and Family Team Meetings as required by program and contract.
- Provide crisis counseling to clients/families as necessary, and collaboratively develops and documents safety plans commensurate with risk level and reviews routinely.
- Assesses for, and provides services, when possible, consistent with established evidence based or best practices focused on identifiable needs areas.
- Assesses, determines, and makes a referral when special services or care are needed for a client (i.e., medication evaluation, psychiatric hospitalization, in-home services, or psychological testing, etc.).
- Consistently assesses each client for length of stay to ensure clients are discharged in a timely manner.
- Assembles necessary materials for individual, family, and group therapy sessions.
- Develops supportive relationships with caregivers as well as other natural and informal support available to the client to support treatment and positive long-term outcomes.
- Collaborates as appropriate, with family members, programs, schools, social workers, etc. in a timely manner regarding the needs of the client/family.
- Makes referrals to supportive services (i.e., Family Partner, Youth Peer Mentor, Community Mental Health Worker) to meet the needs of client/family.
- Provides a level of services commensurate with the level of needs for the client and family.
- Schedule all clients hospitalized due to psychiatric reasons to see SCH psychiatrist within two weeks of hospitalization.

3. (10%) Paperwork and Documentation

- Writes daily progress notes for each service (billable and non-billable) delivered within county required and SCH documentation policy guidelines.
- Completes all data entry and required County mental health paperwork in the established EHR within county required timelines.
- Continuously reviews charts for new and/or relevant information concerning clients.
- Completes timely discharge paperwork in accordance with County guidelines.
- Performs Internal Utilization Reviews (IUR) as assigned.
- Coordinates the completion of Mental Health Performance Outcomes, including but not limited to CANS and PSC-35 within the expected timelines, standardized measures, and any and all outcomes warranted clinically. Incorporates results and create plans accordingly.

4. (10%) Training, Consultation, and Other

- Attend weekly/bi-monthly clinical meetings and consults with clinical staff as scheduled.
- Coordinate with staff to gather information and discuss concerns regarding clients, or plans to support client's treatment, as necessary.
- Collaborates with treatment team regarding client care.
- Attends weekly or bi-weekly supervision meetings with direct supervisor
- Attends SCH meetings, trainings, and external training/conferences to meet BBS licensing requirements and keeps up to date with current information and developments.
- Presents information gathered at conferences at clinical meetings.
- Attends medication reviews regularly for clients receiving medication through SCH.
- Attends IEPs,, Child, Family and Team Meetings and other collateral meetings as needed.
- Provides staff with support, training and tracking with established evidence based or best practices to ensure compliance to fidelity and quality of services to clients and families.
- Participates in PQI activities, including committee meetings, review of outcomes and review of clinical services and documentation.
- Follows all program and agency policies and systems.

- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Must be able to read, write, speak and understand the English language.
- Knowledge of sound management and supervisory techniques.
- Strong coaching and delegation skills.
- Ability to focus on problem solving using linear thinking.
- Knowledge of the DSM.
- Good knowledge of a variety of therapeutic interventions and models, including but not limited to, individual, family and group therapy.
- Knowledge of child/adolescent development.
- Knowledge of child abuse issues.
- Knowledge of legal/ethical issues as outlined by BBS.
- Knowledge of CPS reporting mandates and limits of confidentiality.
- Knowledge of substance abuse issues.
- Knowledge of family dynamics.
- Knowledge of anger management and coping skills.
- Basic knowledge of psychotropic medications.
- Knowledge of Microsoft Word, Excel, and Outlook.
- Excellent writing skills.
- Good communication skills.
- Good organizational skills.
- Good time management skills.
- Skill to maintain a professional, confidential work environment.
- Ability to manage multiple tasks at one time in an efficient manner.
- Excellent problem-solving skills.
- Skill to accurately diagnose and assess clients.
- Ability to relate to children and families in a positive manner.
- Ability to establish and maintain appropriate boundaries with children and families.
- Able to report to work on a regular and reliable basis.
- Ability to work cooperatively with a culturally, economically, and/or ethnically diverse client and staff population.
- Ability to effectively manage stressful situations and respond to crisis in a timely and appropriate manner.
- Able to deal with volatile situations involving clients/families.
- Ability to provide services at any SCH sites, co-located partner facilities and in various community locations.
- Able to provide services at times to meet the needs of youth and families to include evenings and weekends.

QUALIFICATIONS: Driving is an essential function of this job, and as such, employees in this position will be required to furnish their own vehicle to be used in the course of employment. A valid driver's license and minimum insurance coverage is required.

Must be at least 21 years of age.

Education and Experience:

Licensed by the State of California as an LCSW, LMFT, LPCC or Psychologist.

At least 3 years' experience working with children and family in social service programs is required. At least 2 years' experience with EPSDT funding is required.

Eligible and qualified to provide clinical supervision per BBS regulations is highly desired.

Licenses, Certifications, and Registrations:

CPR Certification is preferred or obtained within agency-required timeframe.

BENEFITS: Excellent benefits package including medical, dental, vision, life and accident insurance, short and long-term disability plans, retirement plan with company match, paid vacation, sick leave, 11 paid holidays, tuition reimbursement, professional development and career advancement opportunities.

TO APPLY: Qualified employees must submit a completed Request for Promotion or Transfer form along with their resume to Human Resources. External candidates must complete our on-line employment application available at www.kidshome.org/careers.

PLEASE NOTE: Non-SCH employees who are made an offer of employment will be required to pass a post-offer, pre-employment background process that includes passing a drug test, including marijuana. Applicants who do not pass any part of this pre-employment process will have their offer of employment rescinded.