

SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE:	Supervising Licensed Mental Health Clinician	REPORTS TO:	Program Manager, Mental Health Resource Center
DEPARTMENT:	Mental Health Resource Center	CLASSIFICATION:	Classified Supervisors
FLSA:	Exempt	SALARY GRADE:	050 AASD
ISSUED:	July 29, 2014		

BASIC FUNCTION: Plan, organize, and supervise assigned programs within the Mental Health Resource Center related to the delivery of mental health assessments, treatment, and interventions by licensed and non-licensed staff including clerical support personnel; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] 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 principal job elements.)

E = Essential Functions

Supervise and monitor the operations of assigned programs within the Mental Health Resource Center to ensure compliance with external contract requirements and federal, state, and local regulations, including the audit requirements of Medi-CAID and/or Medi-CAL funded services. E

Write and/or monitor the completion of monthly and/or quarterly reports outlining program activities, productivity and program outcomes. E

Oversee the program billing of services to Children's Mental Health or other contracting agencies such as local educational agency (LEA) and Medi-Cal. E

Provide necessary training, oversight and compliance with all Medi-Cal regulations related to the delivery of mental health services. E

Supervise, train, direct and evaluate the work performance of assigned staff including lead licensed mental health clinicians, licensed mental health clinicians, mental health case workers, supervising rehabilitation specialists, rehabilitation specialists, and clerical staff; ensure adherence to evidence based clinical practice and program outcomes. E

Monitor and assist in the development and planning the programs' annual budget to ensure fiscal compliance. E

Develop and prepare specialized statistical and narrative reports on therapy services; monitor data collection and prepare a variety of reports as assigned. E

Responsible for facilitating the hiring process; participate in interviews and make hiring decisions. E

Monitor the provision of clinical treatment to students and families; provide clinical supervision to individual staff as needed. E

Write proposals for funding and implement and supervise new programs when funded. E

Collaborate with public and private agencies and attend community meetings as needed. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and education as follows: a master's degree in psychology, counseling or social work and four years post-license experience in clinical intervention to children, adolescents and their families; two years of the required experience must include experience in a lead or supervisory capacity in a children's mental health setting.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid license issued by the State of California as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist.

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Some positions may require bilingual Spanish skills.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Oral and written communication skills.

Principles and practices of supervision and training.

District mental health delivery systems.

Budget preparation and monitoring.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Operation of a computer and assigned software.

Reading and writing English communication skills.

ABILITY TO:

Provide leadership in assigned functions.

Supervise and evaluate the performance of assigned staff.

Operate standard office equipment including computers and related software applications.
Communicate effectively orally and in writing.
Work collaboratively with diverse groups,
Establish and maintain effective working relationships with others.
Communicate effectively and maintain cooperative relationships.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor; office environment; driving a car to travel between work locations as assigned.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Issued: 7.29.14

Job Code

JB