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LA CHEIM SCHOOL, INC.
Job Description



Job Title: Head of Service/Clinical Supervisor

Work Location: (Hybrid) El Sobrante-La Cheim School

Division/Department: El Sobrante School

Reports to: CEO

X Full-time

X Exempt

Position Description

As a member of La Cheim’s Executive Team, reporting to the CEO as designated, the Head of Service/Clinical Supervisor provides supervision to Practicum and BBS registered Associate Clinicians providing clinical services and has program oversight vis-à-vis monitoring of therapeutic interventions of nonclinical counselors at La Cheim School programs through the review of daily service provision and documentation.

The Head of Service/Clinical Supervisor stays abreast of county and state standards of care and monitors La Cheim School’s adherence to required contract and best practice treatment standards. Engages in ongoing monitoring of therapeutic work and reviews and approves documentation/charts. Support care coordination and appropriate continuous quality improvement (CQI) as required as part of the position to ensure care is rendered in alignment with industry standards and best practices. Collaborates with other Directors, County Partners, School Districts, and Community Partners routinely.

The Head of Service/Clinical Supervisor will support day-to-day operations to ensure the delivery of high-quality, trauma-informed, and culturally responsive services to youth in La Cheim programs.

ESSENTIAL FUNCTIONS

- Develop a command of the county and state nonpublic school service and practices standards and ensure the implementation of a model of care that promotes integrated high quality, and developmentally appropriate services.
- Established program infrastructure as required to successfully monitor the day-to-day treatment program of La Cheim School, and train staff to provide care in alignment with practice standards.
- Provide weekly clinical supervision to interns, practicum students, and all licensed-eligible clinicians; provide a minimum of one (1) hour of supervision per week per clinician or practicum student, and (2) hours of group supervision;
- Provide coaching and education to School Counselors supporting effective interventions.
- Regularly review charts and support the Clinician and School Counselor’s capacity to maintain an appropriate clinical record. Perform routine chart audits with the clinical team, and provide CQI recommendations based on findings.

- Assist with and complete all required documentation related to clinical supervision (i.e. sign-off on hours);
- Guide and inform clinical practice aligned with La Cheim’s vision and mission;
- Monitor and consult in support of the development of assessments, individual treatment, and partnership plans;
- Support, with the maintenance of all assigned charts to ensure compliance with State and County regulations;
- As requested, support in the monitoring of day-to-day operations providing critical feedback as indicated;
- Provide support to providers and teams navigating clinical crises and support the documentation and resolution of issues;
- Lead monitoring of fiscal and contract oversight of the department, making program and contract recommendations to CEO and Executive;
- Participate in coordinated action to support La Cheim to meet strategic and business priorities.
- Develop and maintain relationships with county partners, school districts, youth and families, clinical training programs/universities, and community partners.
- Facilitate the creation of an inclusive and supportive work environment congruent with La Cheim’s values and diversity, equity, and inclusion statement and plan.

ADDITIONAL RESPONSIBILITIES

- Attend relevant team and staff meetings;
- Consult in support of transition and discharge planning for students and residents;
- Work collaboratively with a multi-disciplinary team and La Cheim Executive Team

QUALIFICATIONS AND SKILLS

- Clinical Masters or Doctoral Degree in Social Work, Psychology, MFT, Counseling, or Nursing
- Licensed for at least two (2) years with the California Board of Behavioral Sciences
- 2 years experience working with youth
- Must possess a valid California Driver’s License, and obtain DOJ, FBI, and TB clearance.

PHYSICAL REQUIREMENTS

The following is the extent of the specific activity required for this position:

- Sitting – up to 2 hours, not continuously;
- Standing – up to 4 hours, not continuously
- Walking – up to 2 hours, not continuously;
- Bending over – up to 1 hour, not continuously
- Crawling – up to 0 hours;
- Climbing – up to 0 hours, reaching overhead – up to a few minutes
- Crouching – up to ½ hour, not continuously;
- Kneeling – up to a few minutes
- Balancing – up to 0 hours;
- Pushing or pulling – up to a few minutes
- Lifting or carrying – 25 pounds or less;
- Repetitive use of feet/standing – up to 6 hours
- Repetitive use of hands – up to 3 hours;
- Grasping – with one or both, simple and firm, for up to 1 hour, not continuously
- Fine dexterity - either hand up to 1 hour, not continuously
- Auditory and visual acuity – 8 hours within normal limits with glasses, contact lenses, or hearing aids, as necessary
- Driving cars and vans;
- Exposure to uneven concrete and blacktop
- Exposure to normal dust, heat, and noise
- Exposure to emotionally disturbed students who may be physically and verbally violent and require safe physical management
- Frequent exposure to office equipment

Equal Opportunity Employer

La Cheim School, Inc. is committed to diversity in its programming and in creating a staff reflective of the populations of the San Francisco Bay Area. We encourage and actively recruit applicants representing a diversity of color, age, sex, race, religion, national origin, physical ability, sexual orientation, gender identity, or political affiliation.

Print Employee Name:

Employee Signature:

Date: