

RAPE AND ABUSE CRISIS CENTER OF FARGO-MOORHEAD

POSITION DESCRIPTION

TITLE: Clinical Supervisor
DEPARTMENT: Program Services
STATUS: Exempt
REPORTS TO: Chief Program Officer

PURPOSE

The purpose of the clinical supervisor position is to ensure that survivors of sexual abuse and domestic violence receive crisis intervention and support services from qualified mental health professionals, reflecting the strategic direction and mission of the organization.

MAJOR ACCOUNTABILITIES

- 1. PROGRAM COORDINATION:** Coordinates, refines and evaluates the clinical services provided to clients.
- 2. COUNSELING AND ADVOCACY:** Provides direct service and group facilitation to clients.
- 3. LEADERSHIP AND SUPERVISION:** Ensures effective leadership of the counseling department through the hiring and retention of qualified staff.
- 4. COMMUNITY RELATIONS:** Fosters community relationships that strengthen the organization's ability to serve survivors of sexual and domestic violence.

QUALIFICATIONS

- Master's degree in counseling, social work or related field
- Current state licensure (LPCC or LPCC eligible)
- Minimum of five years of clinical counseling experience
- Minimum of two years of clinical supervisory experience (preferred)

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive understanding of the dynamics and impact of sexual and domestic violence
- Demonstrated ability to collaborate
- Demonstrated ability to effectively manage staff and teams
- Experience in planning, goal setting, evaluation and problem solving
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Self-motivated and organized, able to manage multiple tasks
- Customer-service oriented
- Proficiency in Microsoft Office applications

DIRECT REPORTS

Members of the counseling team report to the Clinical Supervisor.

RESPONSIBILITIES

PROGRAM COORDINATION: Coordinates, refines and evaluates counseling services provided to clients.

- Monitors the continually evolving professional trends in counseling and in the field of sexual and domestic violence.
- Collaborates in the establishing the strategic direction of the counseling department.
- Ensures that clinical services reflect the strategic direction of the department.
- Coordinates with high schools to provide individual or group counseling.
- Develops, implements, evaluates and reports protocols for counseling programming.
- Evaluates programs in collaboration with the Chief Program Officer.
- Recommends new initiatives or changes in programming to meet evolving client needs.
- Oversees the recruitment and supervision of graduate level interns.
- Ensures adherence to professional standards of practice and ethics.

COUNSELING AND ADVOCACY: Provides direct service and group facilitation to clients

- Provides individual counseling to clients.
- Facilitates group counseling for clients.
- Provides crisis intervention, advocacy, support, and information and referral services to clients.
- Advocates for clients and clients' needs with community partners.

LEADERSHIP AND SUPERVISION: Ensures the provision of clinical services to clients through hiring and retention of qualified staff.

- Hires qualified clinical staff to meet the department's needs and standards.
- Orients and trains staff according to organizational/department processes, ensuring that all team members understand their relationship to the whole.
- Fosters teamwork among counselors and between departments.
- Maintains effective, ongoing communication with staff regarding client needs and concerns.
- Provides clinical supervision to counseling staff.
- Facilitates weekly counseling team meeting.
- Identifies opportunities for skill development and job enhancement.
- Seeks opportunities to build employee morale and individual motivation.

COMMUNITY RELATIONS: Fosters relationships that strengthen the organization's ability to serve victims of sexual violence and domestic abuse.

- Seeks, fosters and maintains collaborative relationships with community partners.
- Represents the organization at designated events, meetings, task forces, etc. to advance the ability of the organization to effectively serve clients.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

This work is primarily sedentary, requiring communicating clearly, seeing, hearing, talking, concentrating, reading and operating office equipment such as a computer, calculator, copier and scanner. Work is primarily in a climate controlled area with office equipment level of noise. Some travel is required, including occasional out-of-town and out-of-state travel for meetings and trainings.

EVALUATION

The performance of the clinical supervisor will be evaluated annually by the Chief Program Officer according to pre-determined objectives and policies.

Revised: 04/2022