

Position Description

Position: Clinical Supervisor

Salary: \$90k to 95k Annually

Reports to: Executive Director

Status: Employee FT/Benefits

Agency Background:

YUI provides Therapeutic Foster Care (TFC) services to children and youth, girls and boys, ages 5 to 20 who are at risk of being placed in a more restrictive environment (residential care). Our agency places children with high needs in therapeutic foster homes whose behaviors can range from substance abuse to physical aggression and sexually acting out.

Benefits: 200 hours of paid annual PTO, 10 paid annual holidays, access to 401/k retirement, and paid medical/dental/vision.

BRS Program Operations

Provide full range of supervisory responsibilities for program staff:

- Ensures implementation of individual behavior programs; safety crisis plans, and individualized service plans for the client's placement.
- Develops therapeutic treatment plans based on clients' interests, abilities, strengths and needs. Treatment plans will be evidence-based using clinical experience and knowledge and will have measurable goals and objectives based on the diagnosis and will specify type, frequency, intensity, time frames of outcomes and duration of therapy. Treatment plans will be client-driven, and follow-ups will be completed on time, assessing the quantity and quality of services provided.
- Provide counseling support as needed and monthly compliance supervision and training to foster parents to help them understand problems, define goals, and develop realistic action plans to support youth treatment needs.
- Monitor systems to monitor completion of functional assessment, development of individual goals, documentation of BRS hours, completion of progress reports and other required documentation.
- Ensure client files are maintained in accordance with DHS and OYA contractual standards by conducting monthly chart audits to close out charts.
- Provide 24/7 crisis and support services to YUI proctors as assigned (May include transporting clients) and on-call rotation.
- Provide weekly supervision to program staff.
- Participate in DHS and OYA required program meetings.
- Complete required program reports for all funding agencies.
- Responsible for monitoring the maintenance and tracking of training records for staff and foster parents.
- Responsible for updating and creation of program policies
- Ensure the current intake protocols are being followed to ensure suitable placement matches between clients and care providers.
- Ensure that YUI homes are maintained in accordance with licensing, DHS and OYA contract standards.
- Ensure foster parents receive training in adherence to the DHS & OYA specified Foster Care (YUI) training curriculum modules.

- Support pre service and ongoing foster parent training by creating and presenting in-service training modules as needed.
- Ensure a library of training materials is regularly reviewed, updated and maintained.
- Other duties as assigned

Program Administration

- Prepare and present high quality training and presentations for all key stakeholders (Government-legislatures, community based organizations, funders, foster parents).
- Ensure compliance with state licensing and program compliance standards.

Human Resources

- Ensure that job descriptions are developed, that regular performance evaluations are held and that sound human resource practices are in place.
- Assign work effectively, delegating appropriate levels of responsibility and authority.
- Ensure compliance with personnel policies and state and federal regulations on workplaces and employment.
- Implement staff training and development efforts.
- Maintain an environment that attracts and motivates a diverse staff.
- Responsible for maintenance and tracking of training records.

Minimum Qualifications

Knowledge, Skills, and Abilities:

- The Clinical Supervisor must have a Masters Degree, a QMHP or QMHP-R and two years of experience in the supervision and management of a residential facility or a program using a proctor care model for the care and treatment of children. Or two years of supervisory experience in a mental health facility.
- Knowledge of theory and practical application of Trauma-Informed Care and Collaborative Problem Solving.
- Possess high level technical writing skills
- Working knowledge of foster agency and foster parent licensing and compliance requirements.
- Comprehensive knowledge of HIPAA health privacy regulations and compliance requirements per 45 CFR Part 160, 162 and 164.
- Advanced computer literacy skills to include working knowledge of Microsoft Office Systems, Word, Google Drive, and Outlook applications.
- Comprehensive knowledge of training curriculum to provide training to foster care providers.
- Prepare and present high quality training and presentations for all key stakeholders (Government-legislatures, community based organizations, funders, foster parents).

Other Requirements

- The ability to provide own reliable transportation for transport of self or others for business purposes (YUI provides business mileage reimbursement).
- Physical Demands (The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions).

- Physical: Sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, couch, reach, and twist: to lift, carry, push, and/or pull light to moderate amount of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Ability to drive a motor vehicle.
- Emergency Safety Response: Ability to competently and safely implement verbal and physical components of Crisis Intervention training.

General Responsibilities

- Maintain regular and reliable attendance.
- Mandatory in office Monday and Tuesday for compliance days.
- Maintain a calendar for all work activities.
- Some evening and occasional weekend work required.

Legal Requirements

- 21 years of age
- CPR, First Aid, and Crisis Intervention (CPI) certification.
- Oregon Driver's License
- Proof of Insurance for vehicle liability coverage of \$100,000/\$300,000 personal damage liability, and \$50,000 property damage liability.

Preferred Qualifications

- Master's degree in a field related to behavioral health, public health, business administration, or public administration and five+ years full-time behavioral health experience.

Signature of employee: _____ Date: _____