CLASS TITLE: SUPERVISING THERAPIST

BASIC FUNCTION:
The primary function of the Supervising Therapist is to provide specific supervision to unlicensed registered interns in accordance with the Board of Behavioral Sciences (BBS). Under the direction of an assigned supervisor, works as part of a multi-disciplinary team to organize, coordinate, oversee and participate in specialized counseling and social service programs and activities in the community; train and provide work direction to professional staff and others as assigned; provide supervision to interns; perform group and individual therapy, assess and evaluate mental health patients and prepare required documentation.

DISTINGUISHING CHARACTERISTICS:
Supervising Therapist incumbents manage a client caseload at the highest level of skill and independence and provide supervision to Mental Health Counselor I, Mental Health Counselor II, Psychiatric Social Worker I, and Psychiatric Social Worker II interns registered with the California Board of Behavioral Sciences.

REPRESENTATIVE DUTIES:

Provide specific supervision to unlicensed registered interns in accordance with the Board of Behavioral Sciences.

Organize, coordinate, and oversee and participate in specialized programs and activities targeted at various mental health problems in the community.

Participate in developing program goals and assure the efficient and effective delivery of services to the community.

Train and provide work direction to professional staff and others assigned; provide technical expertise and guidance concerning treatment plans, therapeutic methods and specific client needs.

Assure compliance with State regulations, legal requirements and established County policies and procedures related to mental health services.

Provide intake assessment for mental health clients including case documentation; gather social histories for referred patients; interview patient, family and community members and others.

Develop treatment plans from case documentation of specific elements and personal evaluation of patient needs, strength, problems and resources.

Provide individual and group therapy within family groups and prepare case documentation.

Assist patients in locating resources by contacting appropriate agencies over the phone and in person; coordinate with other agencies concerning referrals of mental health cases; arrange for hospitalization for mental health patients requiring inpatient care.

Participate in peer review of other therapists such as evaluating case documentation and completeness, compliance, issues and quality of service.

Maintain case records including agency forms, documentation sheets, time cards and related

BOS: April 18, 2017 – Revision
Attends and conduct clinical staff meetings to discuss difficult cases and plan services and treatment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Program development and evaluation.
Individual, group and family therapy techniques.
Crisis intervention techniques.
Negotiation, persuasion and investigate skills.
Analytical and assessment skills.
Clinical theory and practice including mental health treatment concerning values and ethics, human behavior, diagnosis and treatment, assessment, cultural responsibilities, community involvement and case management.
The Mental Health Services Act, the Welfare and Institution Code, Short-Doyle Act and conservatorship legislation governing mental health patients.
Reporting requirements for child abuse and elder abuse.
Record-keeping techniques.
Correct English usage and grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Laws rules and regulations related to assigned activities.

ABILITY TO:
Provide specific supervision to unlicensed registered interns in accordance with the Board of Behavioral Sciences.
Organize, coordinate and implement psychiatric social services programs for specific mental health clients in the community.
Provide effective psychiatric services for chronic and acute mental health clients.
Assure compliance with State regulations and established County policies and procedures.
Train and provide work direction to others.
Identify problems and evaluate alternatives.
Present information, recommendations, treatment plans and supporting documentation clearly and concisely.
Identify sources, seek and analyze information and compile results.
Deal effectively with members of the general public from various socio-economic backgrounds.
Manage cases and coordinate community resources such as Welfare, Social Security, board and care homes and private providers to the best interest of the client.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationship with others.
Work independently with little direction.
Meet schedules and time lines.
Work confidentially with discretion.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:
Master’s degree in one of the following: social work, marriage, family, and child counseling; marital and family therapy; psychology; clinical psychology; counseling psychology; or counseling with an emphasis in marriage, family, and child counseling or marriage and family therapy and two years
experience providing counseling services in a mental health setting.

Two years post-licensure experience in psychiatric social work, marriage and family therapy, or Professional Clinical Counseling is also required. Individuals must also meet the state of California requirements to supervise interns.

**LICENSES AND REQUIREMENTS:**
Must be licensed by the State of California and maintain active license as a Licensed Clinical Social Worker, Licensed Marriage and Family Therapist (MFT), or Licensed Professional Clinical Counselor (LPCC).

Possess a valid California Driver’s License.

**WORKING CONDITIONS:**
Office and clinic environment; subject to driving a vehicle to conduct work.

Physical abilities required include speaking to communicate and provide counsel to staff and participation in staff meetings, seeing to read patient charts, lifting, and de-escalating mental health patients.

Incumbents may be exposed to mentally ill patients and hostile or physically or verbally abusive individuals.