



JOB ANNOUNCEMENT

Position Title: Clinical Supervisor Part Time

Program: Adult and Adolescent Alcohol and Drug Treatment Programs

Classification: Non-Exempt, Full Time or Part Time or Temporary

Salary: Range \$40-\$50 per hour; Commensurate with Experience

Temporary: Assignment ends March 31, 2020

Summary and Range of Authority:

Under the direction of the Program Manager, the Clinical Supervisor will provide clinical supervision of license-eligible LPHA and Certified and/or Registered SUD counselors. Clinical Supervisor will also provide trainings and documentation review.

Essential Duties and Responsibilities:

- Provide weekly clinical supervision to license-eligible LPHA counselors and trainees.
- Provides supervision to Certified or Registered SUD counselors as assigned.
- Provides consultation to all counselors and Case Managers as needed. Such consultation includes but not limited to crisis/safety management, confidentiality compliance, and mandated reports.
- Supervise the program's quality management and improvement as set forth by funding source requirements.
- Prepare all the assigned documentation in compliance with the applicable standards and requirements.
- Other duties and responsibilities as assigned.

Required Education, Certifications/Licenses and Language/Cultural Skills:

Must meet the following minimum qualifications, to supervise as required by the applicable board regulations. The minimum qualifications include:

- Possess a current and valid California mental health clinician license for at least two years prior to commencement of supervision; AND
- Have practiced psychotherapy or directly supervised trainees, interns, or associate clinical social workers who perform psychotherapy as part of their clinical practice, in two of the past five years immediately preceding the commencement of supervision
- The minimum qualification may vary depending on the applicable board regulations.

Minimum Experience and Qualifications Required:

- Must have successful completion and maintenance of the San Diego County credentialing,
- If recovering, must be clean and sober and stable in the recovery process for at least 1 year.
- Must be free of probation or parole supervision for a minimum of one year.
- Must have a year of supervisory experience in behavior health treatment field.
- Excellent leadership and interpersonal skills and ability to work well in a multicultural environment, including tact, diplomacy, patience, and professionalism in dealing with individuals from a variety of backgrounds.

- Knowledge and experience working with behavioral health services.
- Ability to establish and maintain supportive relationship with clients and families from diverse cultural backgrounds.
- Ability to function well as a leading member of an interdisciplinary team.
- Knowledge and experience in the principles of alcohol and drug relapse prevention and the theory and practice of alcohol and drug treatment.
- Ability to communicate alcohol and drug principles to clients as well as providers.
- Ability to provide supervision on clinical issues including but not limited to crisis intervention, outreach, education, and after care services.
- Excellent organizational and time management skills as well as attention to detail; ability to manage multiple tasks simultaneously, prioritize, and successfully bring them to fruition.
- Ability maintain professional and ethical integrity.
- Ability to maintain strict confidentiality with regard to sensitive or proprietary information or materials.
- Familiar with county, state and federal requirements and regulations.
- Knowledge of DMC Title 22 regulations and requirements.
- Familiar with monthly or bi-monthly QAR process coordinated by a selected contractor by the County.
- Ability to meet deadlines and work well under pressure.
- Proficiency in Microsoft Word, Excel, Power Point, Internet browsers, and Outlook.
- Excellent written and verbal communication skills.
- Must have flexibility to work some evening and weekend hours when needed.
- Must be drug tested prior to hire and drug test results shall be negative for illegal drug use, including marijuana.
- Must have TB clearance.
- Must have certified First Aid and CPR training (including infant CPR).
- Will not be debarred or excluded from participation in Federal programs by the General Services Administration and/or the Department of Health and Human Services of the Inspector General
- Must pass background check (Live Scan Fingerprint).
- Must be able to drive (when needed) for business purposes to other program locations in San Diego County. If employee drives his/her personal automobile for UPAC business, employee must have valid California driver's license and comprehensive automobile insurance coverage, as required by law.

Additional Preferred Education or Qualifications:

- Knowledge and experience of Drug Medi-Cal Title 22 and SanWITS data systems.
- Change Agent Developing Recovery Excellence (CADRE) trained.
- If recovering, must be stable in the recovery process for 2 years.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Spends approximately 70% of work time sitting and meeting with others or working at a desk and/or computer. Spends approximately 30% of work time standing or walking within the work area or outside the office at meetings and events, also bends, twists, stoops and reaches. Ability to communicate in writing and verbally. Regularly required to sit and talk or hear. Frequently is required to use hands to touch, handle or feel and reach with hands and arms. Occasionally lifts and/or moves up to 25 pounds. Working conditions are normal for an office environment and event venues. The noise level is usually moderate.

Mail, fax, or email your resume to:
UPAC HR DEPARTMENT
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Fax: 619-232-4113
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