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## **Job Posting: Clinical Supervisor – San Pedro**

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**Location: San Pedro**

**Classification/Status:** Exempt/ Full-Time

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### **About The Guidance Center (TGC):**

The Guidance Center is a private, nonprofit community agency incorporated in California in 1946. We operate four mental health service delivery sites in southeast LA County, including Long Beach, San Pedro, Compton, and Avalon (Catalina Island). The mission of TGC is to provide comprehensive mental health treatment to our community's most disadvantaged children and their families struggling with mental illness and abuse, leading them toward a positive and productive future. TGC offers a competitive benefits package including medical, dental, vision, 403b with employer match, vacation, and 12 paid holidays.

### **Summary Statement:**

Provide administrative and clinical supervision, both individual and group, for Master's level licensed and unlicensed clinicians, MFT trainees and/or MSW interns, and BA level staff and/or Mental Health Rehabilitation Specialists (MHRS). May be assigned coordination responsibilities for specific duties with the program. May also be assigned supervision responsibility of support staff, and provide direct services to children, adolescents and families. Will be expected to be trained and certified in applicable evidence-based practices (EBPs) utilized by the program. Responsible for providing Group Supervision.

Works well in a fast-paced environment; meet multiple and sometimes completing deadlines and at all times demonstrate ethical and cooperative behavior with staff, clients, visitors and others associated with The Guidance Center. Regular attendance is an important factor in employee's job performance in order for The Guidance Center to maintain efficient operations. Employees are expected to report to work as scheduled and on time.

### **Qualifications:**

Licensed mental health professional in the State of California with at least two years of experience in mental health service delivery, or related health care agency and a minimum of two (2) years post licensed clinical, management and supervisory experience, preferably in a mid to large size non-profit agency. If licensed in another state must meet the prevailing requirements for licensure in California and are in the process of obtaining such licensure. Completion of all required coursework and/or BBS requirements to meet BBS requirements to provide clinical supervision. Experience dealing with Medi-Cal, Short-Doyle and other Department of Mental Health (DMH) programs as well as an awareness of DMH policies and practices preferred. Experience with EBPs preferred. Demonstrated ability to work effectively with a range of both clients and staff from diverse ethnic and cultural backgrounds. Has a range of clinical skills and expertise in treating children and their families.

Computer literate in Microsoft Office programs, such as Word, Excel and Outlook. Depending on position within the agency, may be required to have experience in or possess the ability to learn, PowerPoint, Publisher, Access or related database management software.



Must have vehicle and maintain a valid CA driver's license and automobile insurance, or other reliable transportation to travel to cities in Long Beach, San Pedro, Compton, or other areas in which the Center has business. Travel may also include travel by charter boat to the Island of Catalina in Avalon.

**Core Responsibilities (but not limited to):**

1. Supervision (individual; and group) of Master's level staff members including licensed and registered MSWs and MFTs, Case Managers, MHRS, and/or MSW interns and MFT trainees. Supervisor functions including review, approval & signing of clinical notes. Is responsible for providing adequate clinical supervision to promote and ensure to the best of their ability that supervisees are operating under the ethical mandates of their discipline and are providing services consistent with all legal and ethical mandates including operating within scope of practice and expertise, providing culturally competent services, practicing lawful business practices and employer policies, maintaining registrations when required by law and/or regulation and function within this role.
2. Direct service delivery in the form of individual, family and group psychotherapy; assessment and evaluations; and clinical case management as indicated.
3. Evaluates all phases of the diagnostic and treatment programs for those staff being supervised and institute changes in procedures and policies to effectively improve the quality and scope of services.
4. Provide oversight, training/feedback and due diligence in providing clinical supervision in areas including, but not limited to clinical and administrative paperwork to ensure supervisees are performing the functions outlined in their job requirements and that they are operating under the legal and ethical mandates of their discipline and are providing services consistent with scope of practice and expertise, providing culturally competent services, and abiding by the agencies, Department of Health Care Services (DHCS), Department of Mental Health (DMH) and other relevant regulatory agencies' policies.
5. Participate in internal and external audits and quality assurance functions by working to ensure that clinical records, in any media (such as electronic, video, and paper) are maintained in accordance with guidelines established by our funding sources, HIPAA regulations, applicable government and civil codes, and agency policies and procedures. This includes ensuring records are accurate and managed in a confidential manner which protects privacy and provides factual information.
6. May handle coordinator duties involving management of referrals and/or services in collaboration with community partners to meet program funding needs.
7. Manage, create and/or revise various types of reports from the Welligent electronic records systems and Department Mental Health's Integrated System (IS), including but not limited to productivity and enrollment reports, usage reports and others that may be beneficial in managing and assessing supervisee's activities and productivity.
8. May provide training and/or supervision to designated support staff as well as provide backup assistance to designated program manager and or designated clinical supervisor.



9. May be required to be trained and certified in designated Evidence-Based practices as assigned by program manager.
10. Knowledgeable of, or possess the ability to learn and adhere to the prevailing governmental laws and regulations regarding the provision of mental health services, including employee/patient's rights to confidentiality and limits thereof including compliance with HIPAA, federal and state laws and the reporting of child abuse/neglect, and related regulations. Knowledgeable of and acts in accordance with Ethical and Professional Standards established by appropriate professional organizations, whether or not the individual is a member of any such organization.
11. Knowledgeable of the prevailing governmental laws and regulations regarding the provision of mental health services, including confidentiality and limits thereof, the reporting of child abuse/neglect, and related regulations and acts in accordance with Ethical and Professional Standards established by appropriate professional organizations, whether or not the individual is a member of any such organization.

#### **Equal Employment Opportunities:**

The Guidance Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion (including religious dress and grooming practices), gender, sexual orientation, gender identity, national origin, age, disability, pregnancy (including breastfeeding and conditions related to breastfeeding), genetic information, marital status, ancestry or status as a covered veteran in accordance with applicable federal, state and local laws. The Guidance Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. We are firmly committed to maintaining a work setting in which people of diverse backgrounds and lifestyles may grow personally and professionally.

The Guidance Center expressly prohibits any form of unlawful employee harassment based on an individual's race, ancestry, color, religion (including religious dress and grooming practices), national origin, marital status, sex (including sexual harassment and gender identity), sexual orientation, disability (physical or mental including HIV/AIDS diagnosis), pregnancy (including breastfeeding and conditions related to breastfeeding), medical condition (cancer and genetic characteristics), age (40 or over), military and veteran status, or exercising the right to any legally provided leave of absence in the application of any policy, practice, rule or regulation. Improper interference with the ability of The Guidance Center employees to perform their expected job duties is absolutely not tolerated.

#### **How to Apply:**

For immediate consideration, please submit resume to [humanresource@tgclb.org](mailto:humanresource@tgclb.org)