



## Clinical Supervisor of Behavioral Health

Reports to: Behavioral Health Director  
Department: Behavioral Health  
Program (if applicable): N/A  
Job Status: Non-Union

Classification: Exempt  
UDS Code: 0024 Enabling Case Manager  
Date Revised: 5/8/2024  
Revised by: Director of Behavioral Health

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### MAJOR FUNCTION:

Under the direct supervision of the Sr. Director of Behavioral Health the Clinical Supervisor of Behavioral Health works to ensure the day-to-day operations and monitoring the clinical services provided by the staff of the Behavioral Health department including all areas of service. This position is responsible to supervise the behavioral, mental health and substance use services provided by the department and to identify problems related to patient services and making recommendations for improvement of the Behavioral Health Department. In collaboration with the Sr. Director of Behavioral Health and Supervisor of Behavioral Health the Clinical Supervisor of Behavioral Health works to ensure the growth, ongoing development and strategic direction of the program.

### ESSENTIAL FUNCTIONS:

- Oversight of day-to-day operations in the delivery trauma informed and integrated care of behavioral/mental health and substance use services for all populations of the health center.
- Maintain clinical supervision for all staff as indicated and provide direct client services as needed.
- Provide behavioral/mental health and substance use consultation, including the development of Mental Health, Substance Use and Health Education materials to the program staff.
- Evaluate the results of behavioral/mental health and substance use assessments insuring appropriate diagnosing and application for identification of client treatment goals.
- Coach all Behavioral Health staff members as necessary in treatment protocols, diagnostic and comprehensive biopsychosocial assessment of mental illness, co-occurring disorders, and substance use across the developmental spectrum
- Provide guidance and direction to BH staff on clinical intervention strategies, treatment planning, group therapy dynamics and behavioral health screenings as necessary for excellent service delivery standards.
- Provide supervision and instruction as necessary in agency protocols, assessment methods, customer service, and client de-escalation strategies.
- Work in collaboration with Billing, inter agency departments to develop and implement behavioral/mental health/substance use quality improvement processes as required for providing behavioral health services, and in compliance with all Federal, State, County, and Funder requirements.
- Assess professional capabilities of clinicians, both licensed and unlicensed, to provide behavioral/mental health /substance use assessment and services to Adult, Older Adult, youth and children as directed and provide performance evaluations.
- Working in collaboration with primary care health providers, case management providers, employees or contractors, and outside consultants as needed to ensure high quality integrated care that meets the needs of the client.

- Conduct case conferences with Behavioral Health-Primary Care Mental Health Professionals and other clinical staff monthly.
- Engage in quality assurance processes and meet benchmark set by pay for performance and contract deliverables.
- Attend trainings and workshops as required for professional development or mandated by contract.
- Complete various chart audits for documentation compliance providing guidance to staff based on results, recommend trainings, provide in – service trainings.
- Provide clinical supervision to all interns, volunteers, and administrative staff and BH staff as required to meet licensing standards.

**Direct Service:**

- Provide effective treatment planning and assisting clients in successfully achieving goals.
- Evaluate crisis situations and apply appropriate interventions. Ensure compliance of all policies and procedures related to crisis/high risk situations.
- Assist in the detection of “at risk” patients and development of plans to prevent further psychological or physical deterioration.
- Assist the primary care team in developing care management processes such as the use of guidelines, disease management techniques, case management, and patient education to improve self-management of chronic disease.
- Teach patients, families, and staff care, prevention, and treatment enhancement techniques.
- Other duties as assigned.

**Program Development and Maintenance:**

- Develops and maintains liaison relationships with all community resources as able, including public and private service delivery systems. Works to establish collaborative services and to lessen duplication of care.
- In conjunction with other staff utilizes the electronic community resource directory provided by the Trenton Health Team.
- Participates in the development, implementation, and evaluation of special projects and/or pilot programs.
- Interprets HJAHC social service policies and procedures to providers, institutions, agencies, recipients, and other concerned individuals.
- Establishes and maintains necessary records and files. Drafts correspondence in the course of official duties.
- Collects, records, and analyzes significant program-related data; develops monthly statistical and programmatic reports.

**Staff Development:**

- Serves as a full member of the HJAHC clinical staff team
- Participates fully in staff meetings and HJAHC Behavioral Health departmental meetings.
- Participates in professional and related meetings, conferences, and continuing education training as available; prepares reports as requested
- Keeps apprised of the developing areas of social services and provides colleagues with updates as appropriate
- Assists in behavioral health departmental tasks, including programmatic and infrastructure design, implementation, and evaluation.
- Learns and implements various types of electronic and/or manual recording and information systems used by the Center or its related units

- Complies with all dictates of the National Association of Social Worker's Code of Ethics and the Social Workers Licensing Act of 1991 (N.J.S.A. 45:15BB-1 et seq.) and amendments thereto and with all the rules of the New Jersey State Board of Social Work Examiners

#### **ADDITIONAL RESPONSIBILITIES:**

- Performs other duties and assumes other responsibilities as apparent and/or as assigned by Director of Behavioral Health. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

#### **QUALIFICATIONS:**

- Master's Degree in Social Work from a graduate school accredited by the Council on Social Work Education
- Licensure by the New Jersey Board of Social Work Examiners as a Licensed Clinical Social Worker (LCSW) with a minimum of 5 years post LCSW credential
- Licensed in the State of New Jersey as a Licensed Clinical Alcohol and Drug Counselor preferred
- Certification for Social Work Supervision with a minimum of 5 years work experience supervising staff.
- A minimum of three years' experience working in an Integrated Care setting with an ability to demonstrate application of the care philosophy.

#### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's):**

- Ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position.
- Strong leadership skills.
- Ability to have compassion and empathy towards different types of people regardless of race, sex, age, socio-economic class and/or sexual orientation.
- Ability to work in a professional, confidential, and collaborative capacity.
- Ability to balance competing priorities and make independent judgments and decisions.
- Ability to listen and effectively understand the needs of the Behavioral Health team members and to develop creative measures to resolve issues and/or concerns that may adversely impact the team dynamic.
- Knowledge of state and federal confidentiality, contract management and program administration regulations.
- Knowledge and use of different communication and learning styles.
- Knowledge of organizational, strategic, participatory, collaborative skills.
- Knowledge of empowerment and self-advocacy techniques.
- Knowledge of participatory planning techniques.
- Knowledge of crisis intervention techniques.
- Knowledge of strength based modalities and evidence based practices and commitment to adherence to such as appropriate.
- Knowledge of Substance Abuse Disorders and experience working in Mental Health.
- Excellent computer skills with specific knowledge of Microsoft Words, Excel, PowerPoint, Microsoft Access, and Internet Explorer.
- Excellent time management skills in order to multi-task, manage schedules and appointments, and meet deadlines.
- Willingness to work flexible schedule, some evenings and weekends may be required.

**PHYSICAL DEMANDS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee frequently is required to stand and use hands to handle, finger or feel objects, tools or controls. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Specifically, the office work environment is fast-paced, and may involve frequent contact with at-risk populations (homeless, alcohol and substance abusers, mentally-ill, etc.), which will require the individual to use good judgment in accessing the environment to ensure his/her own safety

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