



Clinical Supervisor/Deputy Director

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Duties:

- Having once weekly supervision sessions with outreach staff and with the Hotline supervisor
- Having twice weekly individual supervision sessions with Master's level clinical staff
- Having once weekly group supervision meetings
- Overseeing and reviewing staff members' work procedures.
- Counseling, motivating, and disciplining staff, and referring advanced issues to the executive director.
- Maintaining a small caseload of clients whose cases may be more challenging for junior clinical staff.
- Conducting performance reviews.
- Ensuring staff comply with licensure and registration requirements.
- Ensuring compliance, accuracy, and quality of clinical documentation.
- Assisting clinical staff by closely supervising complex cases.
- Assisting outreach staff by closely supervising cases.
- Enhancing operations by ensuring sufficient staffing and adequate access to services.
- Developing programs and ensuring compliance with procedures and policies.
- Participating regularly in the weekend on-call rotation to provide outreach to emergency clients being seen at the hospital. Filling in the weekday on-call schedule as necessary.
- Helping staff coordinate the many basic needs of life during a crisis including legal/safety (protective orders, home visits, court cases, AIP group, pro bono attorneys), housing (brain storming short-term solutions) , employment. Learning how to meet needs in areas where limited resources are available.
- Having regular meetings with the executive director.
- Other duties as assigned.

Requirements:

- Master's degree in social work or professional counseling.
- Currently Licensed Clinical Social Worker-C (LCSW-C) or Professional Counselor (LCPC) required. Must be approved as a supervisor within 1 month of hire.
- 2+ years of supervisory experience in a similar role.
- Proficient with MS Office Word and Excel.
- Valid driver's license.
- Proficient with supervision, service delivery, and case management fundamentals.
- Proficient knowledge of applicable laws.
- Strong people skills.

- A broad knowledge base of the many theoretical foundations to treat a wide variety of disorders that result from extensive history of abuse as well as interventions for many stages of counseling ranging from crisis intervention and case management to on-going counseling.
- Ability to help young professionals deal with holding traumatic stories acquired through providing counseling to survivors of physical and sexual trauma.
- Ability to meet young professionals where they are and grow their skill sets to meet CAP's needs
- Outstanding communication skills, both written and verbal.

Compensation

- \$75,000 per year
- Paid vacation and sick leave
- 11 holidays per year
- Health insurance, vision insurance, dental insurance
- Option for employee contributions to 403 (b) plan
- Hybrid schedule 4 days in office, 1 day work from home