## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION:</th>
<th>Behavioral Health Clinical Supervisor (I and II)</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Behavioral-Mental Health Services</td>
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<tr>
<td>REPORT TO:</td>
<td>Behavioral-Mental Health Director</td>
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<tr>
<td>TIME/STATUS:</td>
<td>Regular, Full-time Exempt</td>
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<tr>
<td>BENEFITS:</td>
<td>Full</td>
</tr>
<tr>
<td>UNION:</td>
<td>No</td>
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### POSITION SUMMARY:

The purpose of Behavioral Health Services at Tiburcio Vasquez Health Center, Inc. (TVHC) is to serve a spectrum of mental health needs through various programs targeting populations of all ages. Each program has its own service model, some specializing in primary care integration while other programs focusing solely on specific life issues and populations.

The Behavioral Health Clinical Supervisor primary responsibilities will be the following: Provide program management and oversight for the designated Behavioral Health Services Program under the direction of the BH Director. Provide individual and group clinical supervision in accordance with Board of Behavioral Science (BBS) and/or Board of Psychology (BOP) standards and guidelines to licensed and unlicensed Behavioral Health Staff in various environments and modalities. The emphasis of the Behavioral Health services is multi-faceted and includes meeting of clinical benchmarks for quality care and productivity, ensuring proper care is being provided in accordance with program contracts, developing and providing ongoing clinical and administrative staff development and program planning. Duties may include establishing of clinical practice policy, case conferencing, creating and reviewing treatment plans as needed. Collaboration with other departments is a vital component for the Behavioral Health Clinical Supervisor, especially in primary care settings where care must be coordinated between medical and behavioral. The position may require direct service to patients and clients of the Center, dependent upon the program and the skill level of the clinician in the clinical supervisory role.

### LEVEL I:

The BH Clinical Supervisor I, supervises mostly non-licensed direct service staff (MFTI and ASW) in the administration of services in low to moderate acuity patients/clients. This position does not require medical integration of services and may be specialized to one or more populations dealing with common and non-urgent mental health issues.

### LEVEL II:

The BH Clinical Supervisor II, supervises licensed and non-licensed direct service staff in the administration of services in low, moderate and high acuity patients/clients. The position requires collaboration with primary care and psychiatry, in an effort to coordinate care for the effective treatment of complex and multiple diagnosis. The BH Clinical Supervisor II may also provide leadership to the primary care staff providers and nurses in the proper use of behavioral health tools and methodology to ensure the patient experience is as seamless as possible.

### GENERAL DUTIES AND RESPONSIBILITIES:

1. The development of behavioral/mental health and child development protocols sufficient to provide guidance to BH Specialists for provision of services, the events or conditions that require short term intervention, or that require referral to specialty or secondary or tertiary providers, and which are approved by the Behavioral-Mental Health Director or his/her designee.
2. Provide behavioral/mental health consultation, including the development of Mental Health and Health Education materials to the program staff and Primary Care Providers through group training or to individual staff, as directed.

3. Provide medication management services within the Scope of Practice for a BH Licensed Clinician, train other BH specialist staff. Work with the Consulting Psychiatrist and Primary Care Providers with collaboratively and within scope of practice regarding psychotropic medication management.

4. Administer such behavioral/mental health assessments as necessary to diagnose and/or provide objective function measures as necessary and as mandated by the Behavioral – Primary Health Care Services Program.

5. Train BH Specialists and other program personnel as necessary in treatment protocols, diagnostic and biopsychosocial assessment, interpretation, and formulation. Train BH staff on clinical intervention strategies, treatment planning and BH screenings as necessary for excellent service delivery standards at TVHC, Inc. Also train other program personnel as necessary in protocols, assessment methods, interpretations and client intervention strategies for patients presenting within the primary care clinic.

6. Work in collaboration with Billing, QA & I, and the Quality Assurance Program Specialist and under the direction of the BH Director to develop and implement behavioral/mental health Quality Assurance processes as required for FQHC’s providing behavioral health services, and in compliance with all Federal, State, County, and Funder requirements.

7. Assess professional capabilities of Behavioral Health Specialists, licensed and registered, to provide behavioral/mental health and assessment services to Adult, Older Adult, and youth clients as directed and provide performance evaluations in compliance with TVHC, Inc. standards.

8. Working in collaboration with primary care health providers, employees or contractors, and outside consultants with AIMS or UCSF or other consultants as needed.

9. Conduct case conferences with Behavioral Health-Primary Care Behavioral Health Specialists and other clinical staff weekly. Review and sign off on all case records required and in compliance with all Federal, State, County, or funders, for pre-licensed registered bh specialist staff.

10. Maintain records sufficient to meet County, State, and Federal clinical documentation requirements, including Medi-Cal, MediCare, and HealthPac funding sources program requirements.

11. Attend trainings and workshops as required for professional development or mandated by contract. TVHC shall pay all conference fees and related expenses.

12. Provide short-term therapy for adults or children/youth in individual, group, or family therapy as needed by the department.

13. Coordinate and Supervise behavioral/mental health services, including adult mental health contracts.

14. Participate as a member/facilitate the multi-disciplinary team meeting, including primary care providers, psychiatrists, Community Health Outreach Workers, administrative staff, Quality Assurance Program Specialists, and other key staff in weekly programmatic working meetings.

15. Provide clinical supervision to licensed or registered interns weekly, as required.
16. Participate in and coordinate the conversion to Electronic Health Records for the Behavioral Health Department in collaboration and under the direction of the BH Director.

17. Maintain confidentiality regarding privileged administrative and client information in a professional manner.

18. Able to meet or exceed the Service Excellence Standards of TVHC, Inc.

19. Other duties as assigned.

QUALIFICATIONS:

1. Desire to work with an ethnically diverse adult, older adult and youth population.
2. Bicultural, bilingual in English/Spanish preferred.
3. Knowledge of health information related to adult health and mental health, including co-occurring conditions.
4. Work as a team member with fellow co-workers and agency staff.
5. Cultural sensitivity and understanding of adult/older adult populations.
6. Good clinical understanding of adult mental health, diagnosis in the DSM IV-TR, and brief, Cognitive Behavioral Therapy and Motivational Interviewing
7. Maintain networking relationship with community service providers.
8. Have a valid California Driver's License, auto insurance, and accept travel assignments on the job as directed by the program.
9. Current Licensure in California as a Clinical Psychologist or Licensed Clinical Social Worker (LCSW) with a minimum of 2 years of successful licensure and experience. Completed supervisory courses to supervise registered ASWs/Registered Psychologists.
10. Desire and experience working within a primary care clinic highly desirable.

EDUCATION AND EXPERIENCE:

1. Licensed in the State of California as Licensed Clinical Psychologist or Clinical Social Worker (LCSW) or Licensed Psychologist with 2 + years of successful licensure and experience.
2. Supervisory courses completed to supervise ASW or Registered Psychologists.
I have read the above job description and agree to perform the responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required of personnel as classified.

________________________________________

Employee Signature

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Print Name