

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Clinical Supervisor

FLSA: Exempt

Pay Range/Rate: \$104,000 - \$114,400
(1.00 FTE) *DOE*, benefits are included

Division: Behavioral Health Services

Supervisor: Behavioral Health Director

Revised: August 2023

Summary

Under the supervision of the Behavioral Health Director, the Clinical Supervisor will assist with supervision of clinical services, provide necessary trainings to staff/interns as well as community members. This is a community behavioral health program that offers short-term counseling, case management, rehabilitative and peer support services to Asian American, Native Hawaiian and Pacific Islanders (AANHPIs). It also conducts community outreach, make appropriate referrals and linkages, and provides preventative interventions to AANHPIs population who have mild to moderate needs.

Essential Functions

- ◆ Supervise clinical staff members and interns/associates.
- ◆ Provide clinical services, crisis interventions, case consultations and trainings with attention to cultural relevance and competency.
- ◆ Review, approve and ensure progress notes are being written within the compliance timeline to meet funder documentation requirements.
- ◆ Provide weekly individual/group supervision to clinical staff members and interns/associates.
- ◆ Ensure initial and on-going training for all clinical staff, and non-clinical staff as needed.
- ◆ Collaborate effectively with community organization to support continuity of care, and make appropriate referrals.
- ◆ Maintain timely and accurate documentation of service contacts in accordance with agency, county and state guidelines and standards.
- ◆ May perform basic statistical research and writing projects involving data collection, summarization, analysis and design.
- ◆ Ensure compliance with systems of internal and quality controls, monitor, evaluate and revise accordingly.
- ◆ Ensure the development and implementation of agency's behavioral health policies and procedures.
- ◆ Participate in staff meetings, training, case conferences, peer review meetings, and supervision sessions.
- ◆ Monitor, evaluate program outcome measures and make recommendation as needed.
- ◆ Collaborate with local universities and act as a Field Instructor for master/bachelor's level interns as needed.
- ◆ Perform additional tasks and projects as assigned by the Behavioral Health Director.

Minimum Qualifications - Knowledge, Skills and Abilities Required:

- ◆ Must have a current California license as a Licensed Clinical Social Worker (LCSW) or a Marriage and Family Therapist (LMFT).
- ◆ At least 2 years full-time clinical experience working in community behavioral health settings, and meet the BBS for pre-licensed and ACSW/AMFT supervision qualifications.
- ◆ Bicultural and bilingual is required.
- ◆ Knowledge and experience in administration of a team effort, including team building; familiarity with referral sources; and the ability to supervise and manage both professional and paraprofessional staff.
- ◆ Strong organizational, excellent verbal and written communication skills.
- ◆ Strong computer skills and knowledge of different evidence-based practices.
- ◆ Knowledge of DSM-5 and ICD-10 and working principles of Recovery and Resiliency Models.
- ◆ Ability to work in a multidisciplinary team inclusive of internal/external staff, community agencies, participants, family members, and etc.
- ◆ Must possess interpersonal skills that excel in cultural competency and excellent ability to maintain professional boundaries.
- ◆ California Driver's License, car insurance, and reliable transportation.
- ◆ Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- ◆ Verification of employment eligibility and background check required.
- ◆ Regular attendance required.

Desired Qualifications - Knowledge, Skills and Abilities:

- ◆ Ability to be flexible and take initiative

Supervisory Responsibilities:

- ◆ Supervise assigned staff members and ACSW/AMFT

Environmental Conditions (Working Conditions):

- ◆ Duties to be performed in an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the times when performing community-based duties.

Physical Requirement:

- ◆ In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

Mental Requirement:

- ◆ The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application Process:

Application deadline: Until filled.

Please e-mail a resume and 3 professional references (past supervisors including e-mail address and phone number) to email: careers@ocapica.org

Please ensure that the email subject has the job title: **Clinical Supervisor**

Agency Background

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low-income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an Equal Opportunity/Affirmative Action Employer