

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Licensed Clinical Supervisor
FLSA: Exempt, Fulltime with Benefits
Pay Range/Rate: \$104,000-\$112,320

Division: Mental Health- FSP
Supervisor: Behavioral Health Director
Revised: May 2023

Summary

Under the supervision of the Behavioral Health Director, the Licensed Clinical Supervisor will assist with the day-to-day clinical services for a Full Service Partnership (FSP) program focused on Vietnamese population in Orange County to serve clients who have severe and persistent mental illness (SPMI). The Adult FSP program provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners.

Essential Functions

- ◆ Assist the Behavioral Health Director with the day-to-day clinical services.
- ◆ Provide supervision to assigned staff members in the Adult FSP.
- ◆ Provide 24/7 services and crisis intervention to participants/staff members in the FSP program.
- ◆ Review and approve all Medi-Cal/Medicare billable progress notes.
- ◆ Ensure progress notes are being written and billed within the compliance timeline to meet Medi-Cal/Medicare documentation and billing requirements.
- ◆ Provide weekly individual/group supervision to all clinical staff.
- ◆ Ensure initial and on-going training for all clinical staff, and non-clinical staff as needed.
- ◆ Collaborate effectively with community organization, county services, outpatient clinics, and the whole continuum of services to establish continuity of care and needed referral for clients with attention to cultural relevance and competency.
- ◆ 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 mental health policies and procedures.
- ◆ Participate in staff meetings, training, case conferences, peer review meetings, and supervision sessions.
- ◆ Monitor and evaluate program/county's surveys implementation.
- ◆ Collaborate with local universities and act as a Field Instructor for master/bachelor's level interns as needed.
- ◆ May coordinate development of mental health services data and information.

- ◆ 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 a mental health setting, and meet the BBS for pre-licensed and ACSW/AMFT supervision qualifications.
- ◆ Bicultural and bilingual is required.
- ◆ Demonstrate competence in service coordination and network with other human service and health care providers.
- ◆ 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 have excellent networking and communication skills.
- ◆ Extensive management and clinical training with minimum of four years of experience working with diverse populations.
- ◆ Ability to keep accurate records and prepare reports.
- ◆ Ability to be proficient and timely with required paperwork.
- ◆ Must be able to work collaboratively with other agency partners.
- ◆ 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.
- ◆ Ability to do some travel for conferences, meetings, trainings, and data collections at other sites.
- ◆ 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.
- ◆ Must be comfortable with the FSP philosophy and goals of OCAPICA.

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: **Licensed 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

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