



POSITION EXPECTATIONS

TITLE: THERAPIST SUPERVISOR

Job Summary: The Therapist Supervisor works closely with the Clinical Program Manager to ensure quality and ethical services are provided. The Therapist Supervisor provides guidance and support to therapists and clinical interns with up to 6 direct reports. This position also functions as a therapist and provides direct clinical services improving the ability of clients to cope with the stresses of their environment and make healthy choices. The Therapist Supervisor is responsible for maintaining staff adherence to billing standards and agency policy and procedures.

Essential Job Functions

Supervisory Responsibilities:

- Oversees the daily workflow of their direct reports.
- Monitors ongoing performance of direct reports and provides regular feedback, including an annual performance evaluation.
- Identifies training needs for clinical team and provides ongoing feedback to Program Managers.
- Reviews and signs off on clinical documentation for direct reports.
- Approves supervision hours necessary for a therapist to obtain clinical licensure.
- Supports clinical staff in completing risk assessments and is available to provide guidance in emergent clinical situations.
- Provides clinical supervision to assigned agency therapists fostering professional development and integration of best practices for those served.
- Manages caseload for supervisees, including keeping track of due dates for own caseload documents and supervisee documents to ensure supervisees stay in compliance with deadlines and billing targets.
- Facilitates group clinical consultation sessions as assigned.
- Reviews IMCANS and/or Mental Health Assessments (MHA)/Individual Recovery Plans (IRP) for supervisees and complete/sign within State guidelines.
- Enables licensed-eligible clinicians and interns to bill commercial insurance under their license in accordance with Thrive's contract.

Therapist Responsibilities:

- Employs the best practice methods of assessment, clinical diagnosis and treatment for assigned clients.
- Utilizes multicultural approaches to counseling.
- Integrates trauma-informed principles in practice.
- Provides individual, family and group therapy based on a complete and up-to-date clinical record.
- Assures that IMCANS and/or Mental Health Assessments (MHA)/Individual Recovery Plans (IRP), progress notes, assessment scales including the Ohio & Columbia Scales and all other required clinical documentation is completed as delineated by the accreditation standards/funding requirements in a timely manner.
- Ensures clinical documentation is completed per agency policy.
- Links clients to other services outside the scope of the Agency and acts as an advocate for clients with external service providers as needed.

- Maintains a diverse caseload including youth ages 6-17 and adults (18+), determined by Program Manager of assigned team.
- Adheres to ethical standards as outlined by professional association.
- Represents agency at community events and meetings of other community partners.
- Provides community education, workshops, and presentations upon request.

Qualifications:

- Master's Degree in a related mental health field
- Clinical licensure required (**LCSW**)
- 2-3 years clinical supervisory experience preferred
- Ability to work with diverse clients.
- Experience with Medicaid Rule 132 preferred

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk and listen.
- The employee is frequently required to use hands to key, handle, or feel and reach with hands and arms.
- The employee is regularly required to sit or stand for prolonged periods of time.
- The employee must occasionally lift and/or move up to 10 pounds.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The position description should not be construed to imply that these are the only duties, responsibilities, and qualifications for the position. Incumbents may be required to follow any additional related instructions, acquire related job skills and perform other related work as required.
- The employee may be required to work evenings and weekends

ACCEPTED: _____

Date: _____