



Office of Human Resources  
Therapist Supervisor - CA2702  
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### General Statement of Duties

Performs supervisory duties over staff engaged in performing a variety of social services activities including assessment, counseling, referral, placement, and related services.

### Distinguishing Characteristics

This class performs supervisory duties over staff engaged in performing a variety of social services activities including assessment, counseling, referral, placement, and related services. This class is distinguished from the Licensed Therapist – Master’s Level that provides intensive professional therapeutic work including assessment, counseling, evaluation, referral, and placement. The Therapist Supervisor is distinguished from the Manager that manages an operational and/or functional area(s) and performs some elements of supervision by recommending and implementing plans, procedures, policies, programs, and projects. Additionally, the Therapist Supervisor is distinguished from the Social Case Worker Supervisor that performs supervisory duties over professional social case workers engaged in performing a variety of social services activities including counseling, referral, placement, and related services.

### Level of Supervision Exercised

Supervises two (2) or more employees who do not supervise.

### Essential Duties

Supervises staff involved in providing assessment, counseling, referral, placement, and related services to clients.

Ensures the following functions are completed by staff in adherence to guidelines and standards: measurable treatment plans per state requirements; appropriate screening tools are used; client staffing's occur with relevant parties involved; clients receive the minimum required sessions; clients receive appropriate interventions and interventions are coordinated and communicated to staff members involved with the client; appropriate referrals are identified and made; and discharge summaries are complete including appropriate aftercare recommendations.

Assigns clients to staff taking into consideration the skill sets of, meets with staff to provide clinical supervision and discuss status of cases and problems, approves and signs-off on diagnostic recommended made by unlicensed staff, reviews and discusses clients’ progress, and provides technical guidance and direction.

Identifies resources and programs in the community in order to make appropriate referrals and builds and maintains effective relationships with community based services providers and professional and community groups in order to exchange information, resolve concerns/complaints, and develop and maximize available resources.

Ensures that staff prepares comprehensive records, reports, and documentation that complies with state and federal standards and requirements and that billing procedures are followed.

Prepares, supports, and coaches staff who testifies in court proceedings and provide expert testimony.

Represents the department on a variety of committees and acts as a project lead on internal and external committees/groups.

Reviews, develops, or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Perform other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Writing** - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of the theories and practices of counseling and therapeutic treatment sufficient to perform the duties related to the work assignment.

### **Education Requirement**

Master's Degree in Social Work, Marriage and Family Counseling, Guidance and Counseling, or a related field.

**Experience Requirement**

Two (2) years of experience working as a behavioral health clinician.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

**Licensure & Certification**

None

**Working Environment**

Contacts with clients under a wide variety of circumstances.  
Subject to varying and unpredictable situations.  
Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.  
Sitting: remaining in the normal seated position.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear  
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check

**Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** A-810  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**