



Clinical Supervisor Job Description

Bilingual Preferred

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 40 years to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community. As a member of our therapy team you will have the opportunity to help those in need.

Position:	Clinical Supervisor	Wage:	\$35.00-\$39.00
Department:	Therapy Program	Pay Basis:	Hourly
Reports To:	Therapy Program Manager	FLSA Status:	Non-Exempt
Hours/Week:	TBD	Benefits:	Not eligible
Employment Status:	Part-time/Full-time		

Job summary

Under the supervision of the Therapy Program Manager, the Clinical Supervisor provides clinical supervision to graduate students, Associates, and licensed clinicians. This position oversees the delivery of clinical services to women, men, children, and families who have either experienced or witnessed domestic violence or who have experienced or are at risk of abuse.

Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. Competent performance of all essential tasks is critical to the continued employment of the employee in this position. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Charting**
Maintain accurate records of supervision and charting of client files. Ensure that the supervisees are completing client documentation in a timely manner. Regularly review client files including assessments, treatment plans and session notes and co-signs them in a timely manner.
- **Meetings**
Attend individual and group supervision as well as Therapy Program Team and agency meetings. Attends weekly clinical supervisor meetings with the Therapy Program Manager and other clinical supervisors.
- **Clinical Supervision**
Provide weekly individual supervision to MFT Trainees, MSW Candidates, Associate Marriage and Family Therapists, and Associate Clinical Social workers. Provides two hours of group supervision, as needed. Attends weekly clinical supervisor meetings with the Therapy Program Manager and other clinical supervisors. Provides considerate and direct feedback to the clinicians regarding clinical work on a regular basis. Communicates regularly with the Therapy Program Manager and works collaboratively to meet program needs and resolve issues or concerns as they arise related to the Associates and Trainees.
- **May perform other duties as assigned.**

Key Behavioral Traits

The consistent display of these behaviors is essential to continued employment:

- **Professionalism:** Treats others with respect. Accepts feedback without defensiveness. Understands needs of the organization might outweigh personal feelings and still provides diligent and careful work product.
- **Good Judgment:** Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor's direction and common sense.

- **Problem Solving:** Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions might have consequences to others and communicates appropriately before implementing changes.
- **Organizational Culture:** A commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

Prerequisite Qualifications

The candidate must meet the following criteria in order to be considered for employment in this position:

- Experience working with children, adolescents and families.
- Experience or interest working with survivors of trauma and providing trauma-informed care.
- Demonstrated oral, written and interpersonal communication skills, including ability to relate to diverse client and community population via telephone and in person.
- **Master's Degree from accredited college or university in the field of marriage and family counseling, social work or psychology and/or all academic preparation required for licensing or internship as defined by state licensing requirements.**
- **Must be licensed as a Marriage and Family Therapist (LMFT), Clinical Social Worker (LCSW) or Professional Clinical Counselor (LPCC) for at least two years, post graduate.**
- **Must meet all BBS regulations to provide clinical supervision and maintain personal liability insurance.**
- **Complete the YWCA's 40 Hour Domestic Violence Counselor Training within 6 months of hire.**
- Satisfactorily pass a physicals (provided by agency).
- Satisfactorily pass background check and DOJ fingerprint clearance.
- Valid driver's license, current auto insurance, ability to transport self to job-related events and education locations
- Experience with Windows operating system.

Supplemental Qualifications

The candidate who possesses the following skill(s) is preferred over an otherwise equally-qualified candidate:

- Bilingual English/Spanish
- Experience as group facilitator, and/or in crisis intervention.

Physical Requirements

- Must be able to lift up to 35 pounds on an occasional basis, and stand, run, walk, sit, squat, stoop, bend, twist, turn, push, pull to interact with preschool age children.
- Motor skills sufficient to manipulate objects using fine and large motor skills, operate a computer workstation for several hours each day and drive an automobile providing client transportation to/from various locations.
- Mobility sufficient to walk up and down three flights of stairs on a regular basis and move throughout worksite and between office buildings.
- Visual acuity sufficient to read and supervise children indoors and outdoors in a variety of activities, including close, distant, and peripheral vision, ability to adjust focus and accurate color perception.
- Speech and hearing sufficient to receive and communicate detailed information clearly by phone and in person.

YWCA Sonoma County offers a generous benefits package including paid vacation and sick leave, 16 paid holidays, and a retirement plan.