



Program Supervisor of Coordinated Specialty Care

Job Code: CSCSUP - 124
Revision Date: Dec 21, 2018

Salary Range:
\$30.01 - \$49.10 Hourly
\$2,400.80 - \$3,928.00 Biweekly
\$62,429.00 - \$102,128.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to be responsible for ensuring CSC team is appropriately staffed to meet the requirements of the program and is responsible for providing clinical supervision to the team, ensuring fidelity of program, ensuring program is meeting state and agency performance measures, and budgetary needs of the team.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Performs administrative duties to ensure program's operational processes are in place and effectively function within EHN.
- Monitors caseload size/ assumes some outreach and recruitment (i.e. completing CSC screenings, collaborating with referral sources, coordinates program intakes and discharges as needed etc.) tasks in order to ensure program adequate caseload size.
- Facilitates/attends leadership meetings (i.e. model supervision, case staffing, etc.) per CSC and agency protocols to serve as team advocate, stay informed, and to disseminate information to staff.

- Coordinates communication activities (i.e. electronic updates to medical staff, etc.) to ensure team is aware of case updates/progress and to ensure open communication amongst all team members.
- Provides training and support to agency staff and or community to ensure awareness and or competency in psychosis and psychosis related treatments.
- Provides some clinical services to some of the CSC consumers and ensures clinical documentation serves as a backup for clinician, SEES and or ORC.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires a Master's Degree in Psychology, Social Sciences or related behavioral field, supplemented by two (2) years of experience; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Requires Licensed Practitioner of the Healing Arts (LPC, LCSW or LMFT).
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.