

## Clinical Supervisor Position Description

**Position:** Clinical Supervisor (Licensed Mental Health Professional)

**Reports to:** Chief Executive Officer/Director of Clinical Services

**FLSA Classification:** Exempt, Salary

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### **POSITION PURPOSE:**

The primary function of the Clinical Supervisor is to provide professional services to a caseload of children affected by ASD who are receiving therapeutic services. The Clinical Supervisor works as a team member in the delivery of services and as a promoter of MAC services and expansions. The Clinical Supervisor works within a team of professionals to design, deliver, evaluate and report on the services being provided to MAC clients.

### **QUALIFICATIONS:**

- The Clinical Supervisor will have licensure in the State of MN (LMFT, LICSW, LP, or LPCC) upon beginning employment or obtain licensure within the timelines specified in the individual employment agreement.
- The Clinical Supervisor must be knowledgeable of professional and ethical clinical standards regarding the delivery of professional mental health services in general, and behavior therapy services in particular.
- Behavioral, functional and psychometric evaluation skills are necessary (as well as interest in research).
- The Clinical Supervisor must be effective working within a team structure and have demonstrable effective verbal and written communication skills.
- The Clinical Supervisor must possess a valid driver's license, automobile insurance, and have use of an automobile to travel to worksites and office.
- The Clinical Supervisor must pass all criminal background checks as required by the State of Minnesota to be eligible to work with children and vulnerable adults.
- The Clinical Supervisor must be proficient in the use of MS Office (Word, Excel, PowerPoint, and Outlook).

### **PREFERRED QUALIFICATIONS:**

- Knowledge and experience in working with children with Autism Spectrum Disorders and their families is highly desired.

### **MAJOR RESPONSIBILITIES:**

- Exercise independent business judgment and decisions making in the area of all Individual Treatment Plans.
- Support clinical team in supervising the staff in the delivery of effective services.
- Providing leadership in the responsibilities of a professional in accordance with the provisions of effective clinical practice, and the guidelines delineated by third party payers.

- Manage all prior authorization requests for services. Complete all necessary paperwork associated with authorizations, including but not limited to, appeals, reports, hearings, and court appearances.
- Meet with families/caregivers and community members and support MAC's mission and the methodologies of ABA treatment.
- Meet with assigned Program Managers and Lead Therapists at least once a month to review graphs (additional time per month may be required for new Lead Therapists) and to discuss clients' progress.
- Assist in providing guidance for challenging behaviors and the design of effective antecedent and contingency based interventions.
- Provide leadership in training, instruction and demonstration as necessary.
- Attend and present at clinical and interdisciplinary meetings as requested, necessary and appropriate.
- Develop and document with case notes all professional contacts regarding their caseload on a timely basis.
- Maintain confidentiality of the children and families/caregivers served by MAC according to professional ethical standards, state and federal rules and regulations and MAC's internal policy and procedures.
- Review all progress notes and client data.
- Conduct assessments and parent/guardian feedbacks.
- Complete face-to-face observations with clients every 90 days or as needed.
- Promote MAC programming and expansions.
- Embrace MAC's goal of helping families and children affected by autism, regardless of age, severity, or need.
- Miscellaneous duties as requested by the CEO.

**WORK ENVIRONMENT:**

- Employee will work at assigned location which is subject to change as needed.
- Ability to sit, walk and/or stand for extended periods of time.
- May be called upon to assist in clients' personal hygiene and/or personal care needs of students such as dressing, feeding and toileting.
- May be called upon to assist with challenging behaviors.