

## Clinical Supervisor Position Description

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

**Reports to:** 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.
- 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.

**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 such as dressing, feeding and toileting.
- May be called upon to assist with challenging behaviors.

**PREFERRED QUALIFICATIONS:**

- Knowledge and experience in working with children with Autism Spectrum Disorders and their families is highly desired.
- Board Approved Supervisor for LPCC- LMFT
- BCBA/BCBA-D highly preferred

**MAC offers competitive benefits for all full-time employees including,**

- Excellent PTO benefits
- Paid Holidays
- Affordable medical, dental, and vision with employer contribution

- 401 (k) with generous employer match
- Employer paid life and disability insurance
- Reimbursement for license fees and CEUs
- Competitive wages
- Professional growth
- Flexible scheduling available at select locations

Job Type: Full-time

Salary: Market Competitive, depends on experience