

## CLINIC SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional work of a difficult nature involving the responsibility for developing, coordinating and evaluating all the support, treatment and rehabilitative services associated with the Mental Health treatment programs offered by the Putnam County Department of Mental Health. Work is performed under general direction of the Director of Mental Health Services and with leeway allowed for exercise of independent judgment and responsibility. General supervision, guidance and direction is provided to staff members involved in Mental Health Clinic Programs. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Under general supervision, coordinates, directs, and supervises an out-patient Mental Health treatment clinic;

Under general supervision, evaluates, plans and coordinates a comprehensive program of services for clients requiring mental health treatment and their families;

Supervises the implementation of a plan for the entry or re-entry of the client into services or systems that will provide maximum support or treatment for the Mental Health consumer;

Recruits, supervises and directs treatment staff;

Prepares reports to the Director of Mental Health Services on the status of the treatment component;

Coordinates personnel policies and procedures, maintains personnel records and reporting procedures, conducts new employee orientations;

Observes, evaluates and motivates therapists and counsels treatment team personnel regarding areas in need of improvement;

Plans treatment policies with staff;

Provides individual, group and family treatment for clients and maintains appropriate client records;

Coordinates staff development which includes identifying and providing resources for in-service education and opportunities for continued job-related educations;

Provides crisis intervention and emergency counseling as necessary.

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, methods, procedures and practices of psychiatric work, of the functioning of community mental health facilities and the scope of services

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rendered, and of community resources and how to use them effectively; ability to work effectively with others; ability to organize, direct and coordinate the psychiatric services in a psychiatric clinic; ability to prepare technical and informational data; ability to provide professional leadership of a high order; ability to analyze and evaluate reports of staff workers and make sound decisions; ability to plan and supervise the work of the psychiatric staff; ability to organize and operate a program of training for new psychiatric staff and students.

MINIMUM QUALIFICATIONS:

Master's degree in Social Work (MSW), and three (3) years of Social Work experience in a community mental health program, one (1) year of which shall have been in a supervisory capacity, and a current certificate to practice Social Work in New York State.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: One (1) additional year of paid Social Work experience in a community mental health program may be substituted for the one (1) year of supervisory experience above.