

JEWISH FAMILY & CHILDREN'S SERVICE OF PITTSBURGH

JOB DESCRIPTION

TITLE: CLINICAL SERVICES SUPERVISOR (PART-TIME OR FULL-TIME POSITION)
STATUS: EXEMPT
SUPERVISOR: DIRECTOR OF CLINICAL SERVICES

QUALIFICATIONS:

MSW, Pennsylvania license or eligibility. Five years of clinical experience, including a minimum of three years of supervisory or administrative experience in family service or a related field. Possesses knowledge of a variety of treatment models. Experience in program planning and program development. Strong administrative management and organizational skills. Good interpersonal communication and writing skills. Ability to work independently and to manage the work of others. Ability to work collaboratively and effectively as a part of a team. Cultural sensitivity to the populations served by the Agency, staff Board and community. Experience with geriatric populations is preferred.

POSITION SUMMARY:

Oversees, develops, and evaluates various programs within the Clinical Department of JF&CS (may include counseling, seniors, and various critical needs programs) in a manner consistent with agency mission and strategic plan, assuring maximum benefit of agency resources to the community. Also provides direct clinical services to clients. Maintains and refines department systems and procedures required to coordinate, facilitate and monitor the activities of the service area. Explores innovative ways to address evolving community needs.

DUTIES AND RESPONSIBILITIES:

Direct Service:

- Provide direct, clinical service to clients. This may include psychotherapy, care management or other reimbursable activities.
- Provides mental health consultations, brief interventions and crisis management as needed

Accountability:

- Maintains accurate data on programs through agency information system and other means
- Produces accurate, timely reports on departmental programs
- Refines and tracks outcomes and benchmarks for departmental programs
- Monitors and acts on statistical data related to performance and productivity of departmental programs
- Manages quality control of departmental data related to the JF&CS information system in collaboration with Information Systems Director and Clinical Administrator

Coordination:

- Develops mutually beneficial collaborations with community organizations
- Participates with other administrative staff in the overall smooth operation of the Agency

Development:

- Identify emerging needs in community appropriate for JF&CS to address
- Develops new program approaches to address emerging needs in community
- Evaluates and modifies existing departmental programs to better meet community needs

Marketing:

- Develops and implements, in consultation with Marketing & Communications Director, a marketing plan for department(s)
- Assists the Marketing Department in the production of various marketing and fundraising materials

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- Promotes the work done by JF&CS at various professional and community settings
- Provides public presentations on behalf of JF&CS

Personnel Management:

- Supervises and evaluates department staff
- Develops, implements and coordinates department training aligned with goals
- Assist Supervisees with their talent development through training, special projects and other efforts
- Manages volunteer and intern programs of department, as appropriate

Other duties as needed.

EMPLOYEE SIGNATURE: _____

DATE: _____