



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. Our Clinical Unit has an established history providing effective, culturally competent mental health services to children and their families.

Our staff is our greatest resource. That's why we're committed to our investment in them -- providing an excellent benefit package that covers our regular staff and their dependents, keeping a low supervisor to staff ratio to ensure consistent access to guidance, and actively looking for professional development and growth opportunities.

We have been serving our diverse community for more than 40 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Clinical Supervisor (Bilingual English/Spanish)

Unit: Clinical Services
Updated: 09/16/16

Reports To: Clinical Services Manager
Salary: \$50,000 – 60,000 annually DOE, plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Clinical Services Manager, The Clinical Supervisor ensures the quality of services being provided by the clinical unit through individual supervision of clinical staff, chart review, and implementation of other quality assurance measures. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, exempt position.

Duties / Responsibilities:

- **Provide clinical supervision by:**
 - Providing individual supervision for clinical staff including clinicians and in-home counselors providing mental health, child abuse prevention, intervention & treatment, family preservation, and parenting education services;
 - Ensuring that licensed and license eligible staff complies with all BBS regulations, guidelines and state requirements;
 - Reviewing all documentation for service provided including intake, assessments, progress notes, referral logs, and service coordination plans for accuracy and timeliness; Ensuring staff compliance with Medi-Cal processes including charting/documentation, billing, and Q&A;
 - Monitoring quality assurance procedures through chart review, facilitating peer review and related activities to insure quality of services; Overseeing charting and documentation at the necessary Medi-Cal and County standards;
- **Coordinate and provide supervision for Social Work internship program by:**
 - Participating in recruitment, supervision, training, technical assistance, and evaluation to interns.
 - Reviewing all documentation for services provided including intake, assessments, progress notes, referral logs, and service coordination plans for accuracy and timeliness.
 - Providing on-going supervision as well as crisis intervention consultation.
 - Initiating, developing and overseeing intern development and training opportunities.
- **Perform other related duties as assigned by the Clinical Services Manager.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- License in Clinical Social Work or Marriage Family Therapy, REQUIRED.
- 4 years of clinical experience including a minimum of 2 year of supervision experience.
- Completion of required Clinical Supervision Certification per BBS.
- **Bilingual capacity (Spanish/English), required.**

Clinical Supervisor
KYCC is an E-Verify Employer.



- Strong understanding and background in providing services for LA County DMH contracts
- Experience in program planning, program development and implementation, and program evaluation.
- Demonstrable working knowledge of the use and operation of personal computers and Electronic Health Records.
- Knowledge and/or experience in working with underserved communities.
- Strong organizational, written and communication skills.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Experience in working with low-income children youth and families from diverse cultural and ethnic background.
- Valid California Driver License, access to personal transportation.
- Proof of eligibility to work in the United States.
- Physical requirements: Seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; sitting for extended periods of time; and dexterity of hands and fingers to operate office equipment.

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