

JOB DESCRIPTION(913.4)

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Clinical Supervisor

JOB CATEGORY: Child & Family Services

REPORTS TO: Child & Family Services Senior Clinician

BASIC FUNCTIONS: Clinical supervision of all aspects of HBTS/PASS services and plans.

SCOPE: Provides individual or group supervision of HBTS/HBS and PASS workers. Develops goals and objectives of treatment plan, PASS plans and trains staff in the implementation of plan. Observes home based workers and PASS workers treating the child on a monthly basis.

QUALIFICATIONS: Licensed health-care professional with established competencies in working with children with special health care needs. *Licensed by Department of Health (DOH) in psychology, social work (LICSW), marriage and family therapist (LMFT), or a Mental Health Counselor (LMHC) or licensed OT, PT, or Speech pathologists with established competency in working with children with special care needs. Competency is established by formal education, continued education credits, internships, work history and supervised practice.

SCHEDULE: Full time

RESPONSIBILITIES/OBJECTIVES:

- Provides individual or group supervision of HBTS/HBS and PASS workers.
- Responsible for the development of Treatment plan, PASS plan and writing of goals and objectives.
- Instructs home-based workers and PASS workers on proper implementation of treatment and Support Plan interventions.
- Observes home-based workers and PASS workers treating the child on a monthly basis.
- Provides direction for emergency situations.
- Works closely with treatment coordinator to schedule team meetings, etc.
- Monitors progress of treatment plan and PASS plan.
- Attends meetings or appointments with outside parties as applicable.
- Provides all required communication and documentation to DHS and CEDARR Centers pertaining to the specific caseload.
- Informs families of agency mission, policies and procedures such as the bill of rights, grievance procedures and transportation policy.

- Provides resources to families regarding various services, transition planning and available information.
- Assists with transition process when the child is exiting the program due to age or other reasons.
- Completes all discharge forms in conjunction with DHS and CEDARR Centers as applicable.
- Attends IEP meetings as requested by parent or in place of assigned clinician.
- Contributes to the positive morale by representing the agency through professional communication and interactions.
- Implements and fosters the principles of self-advocacy which promote an independent lifestyle and respect for program participants.
- Assists people with learning about and advocating for their personal rights and understanding the responsibilities that accompany those rights.
- Arrives punctually and participates in all required meetings and trainings.
- Follows all established policies and procedures and documents accordingly.
- Provides support to other areas of the agency, as needed.
- Responds effectively to potential safety hazards and emergencies.
- Maintains a clean, orderly and safe environment by being respectful of property and equipment. Follows proper maintenance instructions.
- May ensure all quality standards are met in compliance with required regulatory authority.
- Reports Incidents as required by regulations.
- Workplace safety is every employee's responsibility.
- Perform other duties as assigned.

EXPECTATIONS: Motor coordination skills, coordination of eyes, hands and feet, verbal intelligence, numerical intelligence, near acuity and computer competency. Requires tact, cooperation, initiative and judgment when interacting with a variety of internal and external personnel such as persons served, staff and family members of persons served. Able to work with minimal supervision.

PHYSICAL REQUIREMENTS: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: May be required to provide support through physical lifting and/or therapeutic holds. Sitting, stooping, walking, climbing stairs, lifting up to 15lbs., reaching, pushing/pulling, carrying, grasping, speaking, listening, travel by vehicle, injury exposures, risk of potential unsafe neighborhoods during home visits. .

Work environment: Frequent travel to homes of families, driving, visiting schools and other locations related to the service of the child. Office environment with use of phone, fax, computer and other pertinent office equipment.

STATUS: Exempt

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies. This document does not constitute a contract and does not supersede the *employment-at-will* condition.

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date

Rev. 5/24/11