

CLINIC SUPERVISOR

TOMPKINS COUNTY

Department Mental Health
Classification Competitive
Labor Grade R
Approved _____
Revised 11/15/88 Bd Resol 352; 9/93
By HH, Commissioner of Personnel
BBP Risk Factor 3

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work involving responsibility for providing supervision of clinical services in a major program of a mental health clinic, handling inter-agency liaison functions, providing educational services to the community and providing psychotherapy to individuals, couples, families and groups, many of whom are high-risk clients. This class differs from that of Psychiatric Social Worker in that the Clinic Supervisor has administrative and professional supervisory responsibilities in addition to psychotherapy duties. The work is performed under the general supervision of the Clinic Director and involves the supervision of other professional social workers, psychologists, community mental health nurses, social work interns and volunteers. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Administers one or more clinic programs, such as after-hours services, forensic services, intake emergency, crisis outreach, or clinic psychotherapy services;
Functions as official liaison between the Mental Health Clinic and other local service providers, such as Child Protective Services (DSS), Probation, Suicide Prevention and others;
Represents the Mental Health Clinic to the Advisory Committee, local agencies or others at the request of, or in lieu of, the Clinic Director;
Provides in-service training to professional and paraprofessional staff and volunteers of the Tompkins Community Hospital, Emergency Outreach Service and other local agencies as requested;
Participates in long-range planning activities for the purpose of developing better mental health programs;
Prepares and maintains staff coverage schedules for the Mental Health Clinic;
Leads regularly scheduled group supervision meetings, providing both supervision and peer consultation to the other professionals involved;
Supervises MSW-level therapists, supervising psychologists, nurses, and social workers through regular individual supervision meetings and on an as-needed basis providing both individual and case supervision;
Provides psychotherapy to adults, children, couples, families and groups, many of whom are high-risk clients;
Provides crisis intervention services and coordinates the provision of emergency services as needed;
Performs intake screening and diagnostic duties for new clients, referring clients to the psychiatrist for medical evaluation if needed;
Coordinates services and treatment plans with other agency professionals for clients who are connected with, or have need of the service of, those other agencies;
Performs court-ordered psychiatric evaluations;
Maintains a variety of case management-related records, as well as other administrative records as required;
May act as an expert witness in legal matters as required.

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CLINIC SUPERVISOR (CONTINUED)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current theories, principles and practices of psychotherapy; good knowledge of the functioning of community mental health facilities and of the scope of services rendered; good knowledge of local resources available to client; working knowledge of crisis intervention techniques; ability to prepare and present complete and concise information/training presentations; ability to classify the psychopathology manifested by clients in accordance with currently accepted classifications; ability to provide effective face-to-face therapy; ability to correctly appraise personal situations and make sound judgment concerning action required; ability to establish and maintain cooperative working relationships with professionals, paraprofessionals and volunteers from a variety of agencies; ability to present ideas clearly and concisely both orally and in writing; ability to organize, direct and coordinate the therapy services of a psychiatric clinic; ability to supervise the work of professional therapists; ability to plan and direct an MSW-level internship program; empathy; good judgment; initiative; tact; mental and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a doctorate in psychology, an MSW **OR** a master's degree in nursing **AND** two years of mental health experience; **OR**
- (b) Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree in nursing **AND** four years experience in a program for the mentally ill, the mentally retarded, or the alcoholic; **OR**
 - 1. Completion of a three-year course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse **AND** five years experience in a program for the mentally ill, the mentally retarded, or the alcoholic, one year of which must have been in a supervisory capacity; **OR**
 - 2. Completion of a two-year course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse **AND** six years experience in a program for the mentally ill, the mentally retarded, or the alcoholic, one year of which must have been in a supervisory capacity; **OR**
- (c) Any equivalent combination of training and experience as described in (a), (b), or (c) above.

SPECIAL REQUIREMENT: Eligibility for licenses listed above at time of application. Possession of licenses at time of appointment.