

**KENNETH YOUNG CENTER (KYC)
HUMAN RESOURCES**

POSITION DESCRIPTION AND POSTING

**BEHAVIORAL SUPPORT SUPERVISOR
CHILD & ADOLESCENT DIVISION**

Job Scope: Requires leadership, supervisory and organizational skills. At least one year of experience as a supervisor of 4-5 individuals; minimum of two years of experience in Children and Adolescents. Volunteering and/or internship acceptable in lieu of work experience. Provide clinical and administrative oversight to a team of part-time behavioral support specialists as they provide skill building services to child & adolescent clients in the community. Coordinate with human resources to maintain high quality staff, including marketing and hiring of new staff. Provide program orientation, monitor staff documentation, complete payroll and lead team meetings for group supervision. Build relationships with clinicians on the child, adolescent and SASS teams in order to generate referrals and provide excellent, coordinated client care. Partner with clinicians and supervisees to translate treatment plans into behavioral interventions. Provide, as needed, individual supervision and complete timely performance evaluations for supervisees. Create and analyze quarterly reports in order to ensure to meet team billing targets. Carry a case load and model effective client care as a member on the client's treatment team.

Essential Functions: The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I. Responsibilities

A. Clinical Responsibilities:

1. Maintain a case load of one to two mentoring clients (up to 6hrs / week)
2. Accurately complete clinical documentation and service reporting in a timely manner.
3. Meet or exceed service productivity expectation.
4. Participate in weekly clinical supervision, and seek individual consultation with supervisor as needed.
5. Accept and process referrals. Work with clinicians to determine appropriate community based interventions and the best mentor match for each client. Provide clinical orientation for behavioral support specialists to cases when they are assigned. Orient clients and their families to the program in treatment planning sessions.
6. Consult with other clinicians in team meetings and individually to monitor cases and advocate for behavioral support specialists.

B. Administrative Responsibilities:

1. Receive input from supervisor and provide feedback regarding team issues. Participate in annual performance appraisal.
2. Coordinate with HR, Information Systems and other agency departments to ensure adequate staffing, training and operations of the Community Support Team. Provide initial program orientation to the new supervisees.
3. Coordinate day-to-day operations and activities of supervisees.
4. Provide performance evaluations for supervisees.
5. Lead bi-weekly team meetings for behavioral support specialists.
6. Available to assist the C&A Intake team as needed.
7. Participate in C&A team meetings monthly in order to generate referrals and provide feedback on mentoring services.

II. General Competencies

- A. Promote positive image of KYC with all contacts (customers).
- B. Exhibit high quality work.
- C. Be a productive member of the staff.
- D. Demonstrate cooperation.
- E. Take the initiative to act on own.
- F. Use excellent judgment.
- G. Communicate clearly.
- H. Make use of supervision.
- I. Contribute to development of a culture of care.

III. Core Competencies

- A. Program planning, development, and evaluation.
- B. Monitor achievement toward various goals and objectives set by supervisor.
- C. Ability to communicate effectively with supervisor.
- D. Provide supervision of a large comprised of part time employees.
- E. Meet or exceed service target.
- F. Demonstrate knowledge of documentation standards and capacity to meet documentation expectations.
- G. High level of attention to detail and organization.

IV. Special Competencies

- A. Demonstrate knowledge of child and adolescent developmental and emotional disorders.
- B. Knowledge of child & adolescent development, psychopathology, case management needs & resources, treatment planning and treatment modalities.

V. Education and Experience

- A. BA required - Bachelor's degree from an accredited college or university (degree in human services, including but not limited to psychology or social work, preferred).
- B. Experience working with children or adolescents – at least two years.
- C. Supervisory experience – at least one year supervising 4-5 individuals.
- D. Volunteer and/or intern experience in lieu of work experience acceptable

VI. Travel Requirements

- A. While performing the duties of this position, the employee may need to travels by automobile between sites for supervision, all staff meetings, as well as to transport clients on mentoring sessions.
- B. While conducting external KYC business, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.
- C. Will be required to drive multiple times weekly.

VII. Work Environment

- A. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

VIII. Physical Demands

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions.
- B. While performing the duties of this job, the employee is regularly required to talk or hear, use eyes to see and scan the environment
- C. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms; bend or stoop as necessary.
- D. Employee is occasionally required to carry, move, or transport health records or other objects weighing as much as 25lbs while conducting group and individual therapy sessions.
- E. The employee is regularly required to drive in the community and must be able to use their faculties to drive safely and in compliance with Illinois laws

IX. Chain of Authority

- A. Reports to Manager of Behavioral Health Child & Adolescent Services – Schaumburg Township

X. Schedule

- A. Full Time, Exempt, 37.5 hour work week
- B. Time Keeping/Time-Off:
 - 1. Employee responsibility - accurately record beginning and end time of each work day, as well as beginning and end time of daily meal breaks. Hours worked should be recorded on a daily basis.
 - 2. Supervisory responsibility - daily monitor employee hours, pre-approve hours over 37.5 hours, overtime over 40 hours, and time off requests. Responsible for assuring reporting employees are adhering to time keeping/time-off policy and practice

Kenneth Young Center is an Equal Opportunity Employer

Kenneth Young Center offers a robust benefit package that is highly competitive to the market. KYC offers all full-time employees the following:

- 403(b) plan with organizational matching*

- Health (BlueCross & BlueShield of Illinois), Dental (BCBS), and Vision Insurance (VSP)
- Flexible Spending Account (with up to \$500 annual rollover allowed)
- Long Term and Short Term Disability (Dearborn National)
- Life Insurance and option for additional voluntary coverage for self, spouse, or dependents

To further promote an active and healthy work/life balance, KYC also offers a generous amount of paid time off and staff holidays.

- 8 Paid Organization-Wide Holidays
- 3 Personal Holidays
- 4 weeks of Paid Time Off (With increases based on seniority)

For consideration, please submit your resume and cover letter as attachments to careers@kennethyoung.org.