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KENNETH YOUNG CENTER
HUMAN RESOURCES

POSITION DESCRIPTION & POSTING

**SUPERVISOR OF CHILD & ADOLESCENT
OUTPATIENT BEHAVIORAL HEALTH
SERVICES - ELK GROVE VILLAGE**

Job Scope: Provide clinical and administrative oversight to a team of clinicians providing child and adolescent outpatient behavioral health services. Provide coverage in the absence of the manager of behavioral health child and adolescent services. Provide a full range of mental health services to a case load of clients. Actively contribute as a clinician on a team providing outpatient behavioral health services. Engage clients in treatment planning and motivational enhancement that leads them towards attaining positive change in their lives. Provides individual, group and family treatment that targets improvement in functional impairments.

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. Primary Responsibilities

- A. Coordinate day-to-day clinical and administrative operations and activities of full and part-time Child and Adolescent therapists, intake specialist and case managers.
- B. Provide clinical and administrative supervision of employees including clinical direction and assistance with treatment planning and service delivery
- C. Oversee the process of intake for the child and adolescent division ensuring timely call response, collection and documentation of necessary information and assessment
- D. Act as a liaison between Child and Adolescent Teams, medical staff and other agency teams to ensure service coordination and continuity of care
- E. Provide ongoing performance evaluation for supervisees building on strengths and identifying ongoing growth/training needs
- F. Participate in coordination, planning and development meetings between child and adolescent services teams
- G. Assist manager in maintaining and strengthening relationships with and provide outreach services to local school districts and other community providers
- H. Assist in monitoring unit staffing needs, interviewing, hiring, and orient new staff

- I. Receive administrative input from manager and provide feedback regarding administrative issues.
- J. Participate in program planning, service coordination, practice development, as a member of Clinical Services Committee.
- K. Participate in problem identification and resolution and clinical quality assurance, as a member of the Quality Assurance Committee
- L. Represent Agency at community events
- M. Interpret and communicate at a service delivery level KYC policy and procedures
- N. Additional duties as assigned

II. Individual Performance Responsibilities

- A. Provide a full range of clinical care to a partial caseload of clients. Care will include responsibility for assessment, treatment planning, case management and various therapy modalities i.e. individual, group, family and parent therapy.
- B. Accurately complete clinical documentation and service reporting in a timely manner while meeting the standards set in Rule 132
- C. Participate in clinical supervision, and seek individual consultation with supervisor
- D. Attend and/or facilitate Division meetings as required
- E. Assist in the management of new cases and assignment of cases to clinicians

III. Performance Requirements

- A. Work cooperatively with Child and Adolescent team members to assure clients timely access to quality services
- B. Meet agency quality and compliance standard by accurately completing clinical documentation and service reporting in a timely manner
- C. Meet or exceed service productivity expectation
- D. Implement evidenced based practices to ensure use of effective and efficient treatment that best address client needs
- E. Participation in staff training and development seminars
- F. Working cooperatively with other Center teams and programs to maintain smooth continuity of care when cases are shared across teams
- G. Become familiar with and utilization of outside resources as needed to provide comprehensive services to clients
- H. Participate in supervision with manager and in regular performance appraisals as directed
- I. Understand the different funding sources available to the population served and the requirements for billing each of the funding sources

IV. 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

V. Core Competencies

- A. Complete comprehensive behavioral health evaluations and assessments
- B. Provide treatment/care planning and coordination
- C. Provide treatment/care services
- D. Provide referral and transition services including linkage and discharge planning.

VI. Special Competencies

- A. Demonstrate knowledge of child, adolescent and early adult development and emotional disorders
- B. Demonstrate knowledge of Family Systems assessments, differential treatment approaches and interventions including intensive case management services
- C. Demonstrate knowledge of documentation standards and capacity to meet documentation expectations
- D. Provide Child, Adolescent and Transitioning Youth treatment services within a wraparound context involving multiple system planning and coordination
- E. Demonstrate knowledge of skills required for transitioning from childhood, adolescence to adulthood and the supports required to teach and support the use of those skills

VII. Education and Experience

- A. Masters degree from an accredited college or University in Social Work, Psychology or closely related discipline and be licensed or eligible for certification.
- B. Must have 3 of supervisory experience in providing counseling and/or psychotherapy services
- C. Must demonstrate knowledge in the areas of diagnostic assessment, long and short term treatment, family systems theory and group treatment
- D. Must have basic computer and keyboarding skills

VIII. 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.
- B. While conducting external KYC business or traveling between sites, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.

IX. 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 of the job.
- 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.

X. Travel

- A. While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.
- B. The employee is required to travel by automobile to and from Schaumburg and Elk Grove Township office locations several times weekly as well as occasional meetings/trainings in and around KYC's catchment area.

XI. Chain of Authority

- A. Reports to the Manager of Behavioral Health Child & Adolescent Services

XII. Schedule

- A. Full Time – Exempt, 37.5 hours per week
- B. The therapist must be prepared to work a flexible schedule in response to the needs of the target population served. This schedule may include evening and Saturday hours
- C. Time Keeping – Accurately record hours worked in the electronic timekeeping system (on a daily basis when possible) in accordance with the timekeeping policy and practice.

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