



Family Service Agency

Strengthening Individuals & Families

## Clinical Supervisor

**Reports To:** Executive Director

**Primary Work Location:** 1325 Sycamore Road, DeKalb, IL 60115 / Remote if Desired

**Description:** The Clinical Supervisor will have regular, structured meetings (individual and group) with clinicians and interns to discuss treatments and professional issues. This role will guide clinicians in assessing clients' mental health, developing suitable treatments, and making referrals. You will ensure the quality of clinical documentation at all times. Clinical Supervisor *may* carry a caseload of clients as appropriate.

### Duties & Responsibilities:

- Maintain regular individual and group supervision meetings with supervisor, clinicians, interns, and clinical team.
- Overseeing, reviewing, and approving clinicians' treatment plans.
- Ensuring clinicians comply with licensure and registration requirements.
- Ensuring compliance, accuracy, and quality of clinical documentation.
- Conduct initial and updated assessments, formulate initial and updated treatment plans, maintain regular progress notes, complete additional assessments as needed (risk assessment, inventories, etc.)
- Formulate appropriate medically necessary diagnoses
- Conduct goals-based therapy sessions
- Document progress notes including appropriate treatment interventions and client response to those interventions.
- Conduct crisis intervention when appropriate

### Education:

- Required: Master's degree in counseling, rehabilitation counseling, social work, etc.
- Required: LCSW, LCPC, LMFT, or equivalent

### Experience:

- Preferred: experience with Medicaid
- Preferred: 5+ years of experience providing clinical mental health supervision
- Preferred: bilingual

### Requirements:

- Must be willing to undergo background checks
- Must be able to comply with HIPPA regulations
- Must have COVID-19 vaccination