



## Franklin County Domestic and Juvenile Courts

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| <b>POSITION TITLE:</b>       | <b>Behavioral Health Clinical Supervisor</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>IMMEDIATE SUPERVISOR:</b> | JCES Director                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>WORKING HOURS:</b>        | Monday- Friday 8am-5 pm                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>STARTING SALARY:</b>      | \$82,700.80. Position is subject to 180-day probationary period.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>MINIMUM REQUIREMENTS:</b> | Master's degree in social work, counseling, or related field with Ohio licensed LISW-S and/or LPCC-S required. Minimum of five (5) years' experience working with juveniles and young adults in probation, detention, social service or a rehabilitation field or facility required. Minimum of three (3) years' management or supervisory experience required. Strong oral, written, and interpersonal skills. Must be skilled with MS Office software. |
| <b>FLSA:</b>                 | Exempt (unclassified)                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### **POSITION SUMMARY:**

The Behavioral Health Clinical Supervisor is responsible for directly supervising the Court's Behavioral Health Clinical Specialists, including administrative functions such as leave requests and performance reviews. The Supervisor will assign work to Specialists and monitor their caseloads. The Supervisor is responsible for ensuring Specialists comply with Court policies and procedures.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Plan, implement and assess overall behavioral health assessments, programs & services; ensure compliance with certifying & accrediting agencies (e.g., American Correctional Association, American Psychological Association); Ohio Standards.
2. Perform administrative functions related to supervision of licensed and unlicensed clinical specialists to include assignment of work (e.g., quality assurance; timekeeping, evaluation of performance, ensure CEUs/training is completed to maintain licensure).
3. Provide support, training, and remediation where needed to assist staff in meeting the Court's expectations and caseload requirements, charting, record keeping, documentation standards and all other quality assurance standards to include application of proper techniques; ensures compliance with state and federal mandates.
4. Direct oversight of more complicated and/or emergency casework assignments.
5. Ensure assessments, evaluations, risk assessment (violence and suicide), suicide risk reduction, and interventions are conducted as defined by Court policy and procedure.
6. Develop, maintain, and update policy and procedure for behavioral services including assessments, evaluations, psychological testing, psychological treatment planning and intervention and participation in hearings representing the behavioral health component.
7. Confer with internal and external stakeholders (e.g., court personnel, providers, psychiatrist, judges, magistrates, JCES staff, other agencies, etc.) regarding assessments, program implementation and/or treatment.
8. Participates in personnel management tasks including recruitment, interview, and

- recommendations for hire.
9. Assist JCES Director assuring that assigned services are adequately documented and that billing requirements are met.
  10. Participates in continuing education programs, conferences, workshops, and meetings.
  11. Performs other duties as assigned.

#### **CORE COMPETENCIES / KSA'S:**

- Knowledge of the theory, principles, and practices of psychological, sociological, and psychiatry theory.
- Knowledge of client assessment, treatment planning, and diagnostic classifications.
- Knowledge and ability to initiate and plan programs, set goals and objectives, and establish work plans for effective mental health program implementation.
- Knowledge of current standards and effectiveness of mental health programming and care delivery in a juvenile justice setting.
- Knowledge of the principles and practices of mental health programming and administration including knowledge of therapeutic and diagnostic methods, mental health records and prevention of suicide juvenile justice setting.
- Knowledge of management and supervisory techniques.
- Knowledge of Ohio Regulation and Licensing requirements, investigative process, and issues regarding maintaining licensure.
- Knowledge of clinical supervision and training techniques.
- Knowledge of American Psychological Association (APA) and Association of Psychology Post- Doctoral and Internship Centers (APPIC) requirements for internships in professional psychology.
- Demonstrated effective oral and written communication skills in dealing with the public, professional organization, government agencies, and legal representatives.
- Skill in establishing and maintaining effective working relationships with individuals at all levels Department wide, in a wide variety of organizations and with different concerns and viewpoints.
- Ability to exercise initiative and judgment in developing, interpreting, and administering policies, standards, and regulations.
- Ability to direct the professional education of mental health staff through on and off-site programs.
- Ability to relate well to all kinds of people, practices attentive and active listening.
- Ability can diffuse high-tension situations comfortably.
- Ability to understand and is able to adapt the culture of the organization.
- Ability to make good decisions based upon analysis, experience, and judgment.