



JOB TITLE: Clinical Supervisor

SUPERVISOR: Clinical Director

Discovery Counseling Center (DCC) is a community based non-profit organization serving the San Ramon Valley for over 50 years. Discovery Counseling Center's mission is to be the community's leader in mental wellness by providing affordable, high quality, culturally appropriate and accessible counseling services and programs; offering excellent and highly-regarded training for future mental health professionals; creating greater awareness of the prevalence of mental wellness issues in our community and the importance of early treatment; and serving as the community's advocate in securing adequate funding and resources for the treatment of mental wellness issues.

GENERAL JOB DESCRIPTION:

Under the general supervision of the Clinical Director, this position provides clinical supervision and professional development support for graduate and / or post graduate Master's or Doctoral level interns (i.e., Master's trainees, Associate Clinical Social Workers, Associate Marriage Family Therapists, Associate Professional Clinical Counselors, predoctoral practicum, internship, post-doctorate fellows, registered psychological associates). The Clinical Supervisor will ensure that quality clinical services are being provided to clients in accordance with Federal and State regulations and the agency's policies, mission, values, and vision.

DUTIES AND RESPONSIBILITIES:

- Provide individual supervision to a minimum of **four (4) Supervisees**.
- Provide group supervision, if applicable.
- Ensure supervisee treatment of clients is in accordance with DCC policies, ethical guidelines and all Federal and CA State laws and regulations.
- Ensure supervisee is maintaining up to date, legal and quality documentation of client care with all scheduled clients and appointments in the agency's Electronic Health Record (EHR) system.
- Review and sign weekly progress reports of supervisees in a timely manner.
- Participate in clinic staff meetings, supervisor meetings and supervisor consultation sessions.
- Submit required graduate program and/or agency paperwork by designated due dates.
- Participate in program startup and year-end closure (e.g., orientation, year-end paperwork).
- Offer didactic training.

- Attend Discovery Counseling Center sponsored community events, DEI meetings and Agency fundraising (as available).
- Maintain up to date supervision certification.

QUALIFICATIONS FOR THE JOB:

- Must hold a current License (posts 2 years) as Marriage Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC) or Licensed Clinical Social Worker (LCSW) with Board of Behavioral Sciences or Licensed Psychologist with Board of Psychology (PhD/PsyD).
- Completion of required Clinical Supervision Certification requirements.

KEY COMPETENCIES:

Communication: highly skilled in active listening, written communication, and public speaking.

Leadership: able to motivate supervisees, give and receive constructive feedback, maintain supervision timelines on schedule, express a vision for supervisees and offer clarity and inspiration to everyone involved; skilled in conflict resolution; adept at stress management.

Organization and Decision Making: strong planning, scheduling, decision-making process as well as decision-making skills, including risk management, problem-solving, analytical skills, creativity, and collaboration.

Cultural Competence: knowledge of and ability to model culturally responsive treatment interventions that align with cultural humility and consideration of the world views of our diverse client population. Ability to support supervisees in working with diverse populations while withholding judgment. Willing and open to learn and understand different perspectives.

COMPENSATION:

Dependent on years of experience and number of Supervisees. Monthly range approximately \$2000/mo – \$4500/mo