



## Treatment/Clinical Supervisor – Minnesota

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Employee Signature                      Date

This position is: Exempt   X    
Non-exempt \_\_\_\_\_  
(HR will complete)

**BASIC PURPOSE: Reporting to the Director of Programs Minnesota, the Treatment/Clinical Supervisor provides clinical supervision, oversight, direction, training and support to programs and staff in Minnesota. This position also provides direct clinical services. This position fills the role of the Treatment Director of MN rules/regulations/statutes.**

All duties at FCC are to be carried out in a manner consistent with the agency’s Mission, Vision and Values. All staff are expected to act as representatives of FCC and promote and maintain a positive image. All staff are expected to adhere to all laws of client rights, confidentiality, and privacy as governed by HIPAA, licensing and accreditation standards and FCC policies. All staff must maintain sensitivity to the service population’s cultural and socioeconomic characteristics. All staff must maintain regular communication with their supervisor and ensure s/he is properly informed. The statements below describe the general nature of work being performed in this job. They are not intended to be an exhaustive list of all duties and additional responsibilities may be assigned, and required, or certain responsibilities eliminated by management.

Percent of  
Overall  
Working Time

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Clinical Direction and Supervision:

Ensure that direct service staff have received adequate training in mental health issues common to the clients they serve. Ensure appropriate clinical orientation and adequate initial and ongoing training and staff development. Ensure staff are familiar with the concepts of the latest evidence based practices to the extent possible. Ensure that programs are providing high quality services that utilize best practice and evidence based models with successful outcomes.

60%

Communicate and collaborate effectively and professionally with referral sources, county case workers, parents/guardians, and other members of the client’s treatment team.

Provide weekly treatment supervision and/or clinical consultation as needed. Review, provide feedback and sign off on clinical documentation. Ensure that clinical trainees receive adequate, competent and appropriate supervision in accordance with their specific degree and licensing body; Maintain client files, ensuring completed and timely documentation of provided services in accordance with agency policies, best practices and governing standards.

2. Clinical Services:

Complete diagnostic assessments and other clinical reports to facilitate onboarding new clients.

20%

Provide individual and group therapy to clients in the Intensive Residential Treatment Service facility.

Assist with other special projects necessary to help enhance clinical infrastructure and the quality of services.

3. Treatment Team

Be an active member of the treatment team by reviewing referrals in accordance with the deadlines determined by Minnesota Chapter 245I.

20%

Understand and comply with the program policy and procedures. Work collaboratively with the program coordinator to ensure the program is in compliance with the MNDHS rules and regulations pertaining to the program statutes.

Be available to assist with client emergencies after normal business hours.

Provide clinical consultation to staff, as needed

**100%**

**ESSENTIAL KNOWLEDGE, SKILLS & ENVIRONMENT:**

Education, Training & Work Experience: MN: minimum of a Master's degree, or higher, in one of the following areas: LP, LPCC, MFT, LICSW, CNS, LPP, PhD or Psychiatrist. Licensed and third-party billable as a mental health professional. Knowledgeable and experienced with ALL Minnesota Diagnostic Assessments. Experience with Evidence Based Practices including Trauma Informed Care. Certified by licensing board to supervise clinical trainees.

Specialized Knowledge & Skills: Strong written and verbal communication skills are required. Must be able to market services and be able to demonstrate the agency's mission, vision and values. Must meet core competency requirements: Trauma Informed Care, Motivational Interviewing, Recovery Model, CBT, Risk Assessment and one other approved specialty training.

Equipment & Applications: Independently execute desktop PC application including gmail and Microsoft products.

Work Environment & Physical Demands: Normal office environment and related indoor conditions with minimal, infrequent lifting, bending and standing. In Minnesota, some home-based services provided in community settings and/or client homes. Some travel may be required.