

## **Clinic Supervisor (Promotional) Tompkins County**

**Department:** Mental Health Department  
**Classification:** Competitive  
**Labor Grade:** 18  
**Approved:** 11  
**Revised:** 09/93; 10/10; 02/14  
**By:** HH, Commissioner of Personnel  
**BBP Risk Factor:** 3

### **QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:**

**Admission to this departmental promotion exam will be limited to current employees of the Tompkins County Mental Health Department who currently hold, and have continuously held permanent competitive class status for two (2) years in the title of Community Mental Health Nurse OR Psychiatric Social Worker.**

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is professional and administrative work involving responsibility for providing supervision of clinical services in a major program of a mental health clinic, handling inter-agency liaison functions, providing educational services to the community and providing psychotherapy to individuals, couples, families and groups, many of whom are high-risk clients. This class differs from that of Psychiatric Social Worker in that the Clinic Supervisor has administrative and professional supervisory responsibilities in addition to psychotherapy duties. The work is performed under the general supervision of the Deputy Commissioner and involves the supervision of professional social workers, mental health counselors, marriage and family therapists, community mental health nurses, other licensed professionals, social work interns, and volunteers. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Administers one or more clinic programs including clinic treatment, forensic services, intake and assessment, crisis services and/or a recovery oriented program;

Functions as official liaison between the Mental Health Clinic and other local service providers, such as the Department of Social Services, Family and Children's Services, Probation, Suicide Prevention and others;

Represents the Mental Health Clinic to the Mental Health Services Board/sub-committees, local agencies or others at the request of, or in lieu of, the Deputy Commissioner;

Provides in-service training to professional, paraprofessional staff, and volunteers of the Cayuga Medical Center, Emergency Outreach Service and other local agencies as requested;

Participates in long-range planning activities for the purpose of developing better mental health programs;

Prepares and maintains staff coverage schedules for the Mental Health Clinic;

Monitors productivity standards, caseloads, medical necessity, treatment interventions, treatment outcome measures, and client risk assessment of all supervisees;

Monitors compliance of all supervisees regarding all applicable Mental Hygiene Laws and Regulations;

Leads regularly scheduled group supervision meetings, providing both supervision and peer consultation to the other professionals involved;

Provides both administrative and clinical supervision of Masters level therapists, nurses, and social workers through regular individual supervision meetings and on an as-needed basis providing both individual and case supervision;

Attends to staff morale, and communicates staff concerns, and ideas for improvement to Deputy Commissioner and Commissioner;

Provides psychotherapy to adults, children, couples, families and groups, many of whom are high-risk clients;

Provides crisis intervention services and coordinates the provision of emergency services as needed;

Performs intake screening and diagnostic duties for new clients, referring clients to the psychiatrist for medical evaluation if needed;

Coordinates services and treatment plans with other agency professionals for clients who are connected with, or have need of the service of, those other agencies;

Monitors compliance with privacy and security policies and procedures;

Performs court-ordered psychiatric evaluations;

Maintains a variety of case management-related records, as well as other administrative records as required;

May act as an expert witness in legal matters as required.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current theories, principles and practices of psychotherapy; good knowledge of the functioning of community mental health facilities and of the scope of services rendered;

Thorough knowledge of supervisory techniques, knowledge of evidence based clinical interventions;

Good knowledge of local resources available to client; working knowledge of crisis intervention techniques;

Ability to prepare and present complete and concise information/training presentations;

Ability to classify the psychopathology manifested by clients in accordance with currently accepted classifications;

Ability to provide effective face-to-face therapy;

Ability to correctly appraise personal situations and make sound judgment concerning action required;

Ability to establish and maintain cooperative working relationships with professionals, paraprofessionals, and volunteers from a variety of agencies;

Ability to present ideas clearly and concisely both orally and in writing;

Ability to organize, direct and coordinate the therapy services of a psychiatric clinic;

Ability to supervise the work of professional therapists; ability to plan and direct an MSW-level internship program;

Empathy; good judgment; initiative; and tact are required personal characteristics.

The employee's physical and mental condition shall be commensurate with the demands of the position.

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