

Title: CCSS Clinical Supervisor

Effective date: September 25, 2023

Job Title: CCSS Clinical Supervisor

Reports to: Executive Director

Primary Work Site: The Crossroads

Hours: 40 hours

Pay Range: \$65,000-\$70,000 (dependent on experience)

FLSA Status: Full-Time exempt (40 hours per week)



POSITION SUMMARY:

The CCSS Clinical Supervisor is responsible for ensuring the overall effectiveness of the Comprehensive Community Supportive Services/ Certified Peer Support Workers following all NMAC/MAD requirements at Crossroads for Women. Other duties include psychosocial evaluations and/or assessments, individual and group counseling and/or psychotherapy, CCSS support, and crisis intervention in a high-intensity clinical environment.

ESSENTIAL SKILLS AND EXPERIENCE:

- Minimum staff qualifications for the clinical supervisor must be a licensed independent practitioner (i.e. psychiatrist, psychologist, LISW/LCSW, LPCC, LMFT), psychiatrically certified clinical nurse specialist or clinical nurse practitioner practicing under the scope of their NM licensure; and have one year demonstrated supervisory experience;
- Strong crisis intervention skills; mediation skills; multi-cultural training.
- Ability to work effectively in a rapidly changing, multi-task, crisis-oriented environment.
- Ability to work independently and as part of the team to ensure that the highest quality and most relevant aspects of the job and services are provided to clients.
- Conduct all relationships in such a way as to promote mutual respect, public respect, and improvement of services.
- Ability to adhere to strict standards of confidentiality.
- Satisfactory clearance of Criminal Records Check.

DUTIES AND RESPONSIBILITIES:

Program Oversight

- Oversees the establishment and maintenance of case files, referrals, and other related documents for the treatment of clients ensuring compliance with agency requirements and meet or exceed state, federal or agency clinical standards.

Clinical

- Conduct intakes and assessments, oversee case management across the agency to include supporting with treatment and service plan development and progress for each client, conduct trauma informed groups, and/or individual therapy, timely completion of discharge and clinical summaries.
- Provides individual and group counseling, and/or psychotherapy to clients and families as appropriate.
- Supports case management with treatment plan development.
- Timely completion of client intake summaries, assessments, discharge, and transfer plans.
- Consults with other therapists, agencies, and care providers, as appropriate, to provide comprehensive treatment for clients served as it pertains to CCSS.
- Provides and/or arranges for therapeutic interventions as appropriate for clients in crisis condition; provides support and consultation to CCSS for crisis.
- Maintains case files, referrals, and other related documents for the treatment of clients ensuring compliance with agency requirements and meet or exceed state, federal or agency clinical standards; prepares required documentation related to the clients' care.
- Other duties as assigned.

Other Functions

- Participate in weekly staff meetings and clinical case reviews.
- Assists with supervision of graduate students and interns utilizing effective human resource and management skills.
- Assists with the development of individual and group counseling and advocacy interventions provided to the diverse residential client population of The Crossroads.
- Other duties as assigned and relevant to the success of the mission of Crossroads for Women.

PHYSICAL DEMANDS:

- Consistent and regular use of phone required.
- Regular and consistent use of keyboard and mouse.
- Ability to climb stairs on occasion.
- Must be able to occasionally lift up to 25 pounds.

- Consistent sitting for many hours at one time. Majority of day (50%+) is spent sitting at a desk.
- Additional challenges may arise, at which time CRFW may revise this job description.

Job descriptions are intended to present a general list of tasks/duties performed by employees. Job descriptions are not intended to reflect all duties performed within the job. Nothing in this job description forms or is intended to form a contract of employment. Employment with Crossroads for Women is at will.

I understand the responsibilities associated with this job and I agree to fulfill them to the best of my ability.

Employee Signature

Date

**ONCE SIGNED, PLEASE SEND ORIGINAL TO HR DEPARTMENT
TO BE ADDED TO THE EMPLOYEE'S PERSONNEL FILE.**

HOW TO APPLY:

Crossroads for Women is an Equal Opportunity Employer.

If interested, please email your resume, cover letter, and three professional references to:

employment@crossroadsabq.org

OR mail to:

239 Elm St. NE
Attn: Employment
Albuquerque, NM 87102