



City of Tempe

CLINICAL SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	650	<i>Department</i>	Community Health and Human Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Clinical Supervisor
<i>Safety Sensitive / Drug Screen</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from supervisory or management staff.

Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience in behavioral health and case management, including two (2) years of supervisory responsibility.
<i>Education:</i>	Master’s degree in social services or related field.
<i>License / Certification:</i>	<ul style="list-style-type: none"> Licensed as an independent practitioner with Arizona Board of Behavioral Health (LPC or LCSW) or as a psychologist. Possession of level one (1) fingerprint clearance card.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To supervise staff and to plan, assign, and manage professionals providing counseling services; oversight of billing process for AHCCCS-eligible services.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assisting in the evaluation of operations of the programs administered, recommending improvements, assisting in implementing changes and objective, participating in other tasks as required, and attending professional training courses in accordance with licensure and certification requirements.
- Maintain thorough and accurate records and produce reports in accordance with treatment plan, licensure requirements, and internal agency requirements.
- Prepare and present informational sessions or psychoeducational workshops on assigned program area.
- Provide proactive performance planning utilizing performance management tools.
- Provide case management services for participants and referral to other treatment providers.
- Coordinate and provide guidance to such individuals as Bachelor and Master level interns; participate and training in onboarding of new employees.
- Conduct assessments and evaluation including psychosocial histories and analysis of presenting and underlying problems/issues to determine diagnosis, client needs and appropriate treatment plan and options.
- Provide in-depth psychotherapy to individuals of all ages and families.
- Develop treatment plans to determine client goals/objectives, interventions, and target dates for achievement. Monitor program compliance. Analyze, evaluate, and adjust treatment programs to the needs of client.
- Consult and coordinate issues as appropriate with such entities as school officials, neighborhood representatives, public assistance workers, and other public and private agency officials to seek assistance and coordinate solutions to participant/client problems.
- Audit case notes for AHCCCS-eligible participants to ensure compliance for billing purposes.
- Manage records maintenance for quality standards and ensure compliance with state and agency regulations and policies.
- Monitor documentation and ensure staff compliance with coding, billing, and any necessary updates required for compliance.
- Provide oversight for all associated clinical staff including independent and group supervision.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY
<i>Effective May 2024</i>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Clinical Supervisor

Job Code: 650

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit				X
Stationary / Stand				X
Move / Traverse		X		
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors		X		
Around, in or on water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist	X			
Crouch / Squat	X			
Kneel / Crawl	X			
Above Shoulder Level	X			
Below Shoulder Level	X			
Repetitive Arm Use	X			
Repetitive Wrist Use		X		
Repetitive Hand Use	X			
Climb Stairs / Ladders	X			
Neck Range of Motion	X			
Traverse Uneven Surface	X			
Traverse Even Surface	X			

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and		X
Peripheral (ability to observe an area that can be seen up and down or to the		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

***Hearing test is required*