

## **BEHAVIORAL HEALTH UNIT SUPERVISOR**

### **DEFINITION**

Under general direction to plan, organize, coordinate and administer a clinical Unit of the Behavioral Health Department; develop, interpret, implement and evaluate programmatic improvements, policies and procedures; provide administrative and clinical supervision for a clinical unit of the Behavioral Health Department, Adult Program unit, Criminal Justice Program Unit or children, Youth and Family Program Unit; provide mental health counseling and treatment for mentally and emotionally disturbed children, adults, and families; develop, review, and evaluate mental health programs; provide administrative support for the Behavioral Health Director and Assistant Director; and do related work as required

### **DISTINGUISHING CHARACTERISTICS**

This class is for an administrative position in the Behavioral Health Department. It is responsible for supervising professional staff which provides Behavioral Health services. Reporting to either the Director or Deputy Director of Behavioral Health, incumbents in this class perform the full range of management functions through subordinate staff for one of the following Units of the Behavioral Health Department: Adult; Criminal Justice Services; or Children, Youth and Family Services. Responsibilities include developing and administering programs and providing administrative support for the Behavioral Health Director and Deputy Director. Incumbents are in a position of trust and confidence and are delegated authority and held accountable for the operation of the assigned Program Units. The incumbents use considerable independent judgment and discretion in staff supervision and delegated administration and management including the prioritization and coordination of mandates, goals and objectives. Any of the incumbents may act for the Department Director or Deputy Director in periods of absence, or as assigned.

### **REPORTS TO**

Behavioral Health Director, Behavioral Health Deputy Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Behavioral Health Therapist I, II, Senior and Behavioral Health Case Management Specialist I, II, and Senior.

## BEHAVIORAL HEALTH UNIT SUPERVISOR - 2

### **EXAMPLES OF DUTIES**

- Assigns, supervises, trains, evaluates, and assists with the selection of assigned Unit staff directly and through subordinate staff.
- Confers with staff to resolve complex cases.
- Assists with the assessment of program development needs and consults with others in developing therapeutic goals and objectives.
- Develops, administers, and evaluates programs.
- Integrates services with other mental health services, treatment, and provider agencies.
- Establishes work standards.
- Assure compliance with Quality Assurance requirements.
- Performs specialized treatment planning and diagnostic services for clients.
- Provides psychotherapy services including direct and indirect services.
- Performs intake assessments.
- Formulates treatment plans, participating as a member of a multi-disciplinary treatment team.
- Coordinates on-call emergency services.
- Provides crisis intervention.
- Prepares case histories and maintains patient records.
- Makes referrals to appropriate professionals or outside agencies.
- May develop, conduct, and coordinate training programs on diagnostic and treatment methods.
- May supervise interns in professional training including but not limited to approving case notes and treatment plans within the forty–eight (48) hour time line.
- Participates in mental health education programs, conferences and community programs.
- Attends training conferences relevant to current behavioral health problems.
- Provides administrative support for the Behavioral Health Director/ and Deputy Director
- May participate in the emergency "on-call" system on a rotating basis.
- Acts for the Behavioral Health Director or Deputy Director during periods of absence.
- Ensures compliance of the mandated seventy two (72) hour case note writing requirement, keeping client case files up to date in the system.
- Understand and oversee that supervised staff comply with productivity standards.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## BEHAVIORAL HEALTH UNIT SUPERVISOR- 3

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- The principles, methods, protocols, procedures, techniques, and trends for the assigned Unit functional and programmatic
- Therapeutic treatment methods and procedures in the mental health and/or behavioral health field.
- Principles and practices of supervision and program management.
- State, Federal, and local laws, regulations, and requirements for the provision of community behavioral health services and programs.
- Community, social, economic, and health related issues that call for the use of public and private county services.
- The scope and activities of public and private agencies in the mental/behavioral health field.
- Treatment research, development, and implementation.
- Quality Assurance practices and standards.
- Program development and administration.
- Crisis counseling principles, methods and techniques.
- Principles of supervision, training, and staff evaluation.

#### **Ability to:**

- Plan, schedule, coordinate, develop, and evaluate health services, programs and activities within an assigned clinical service Unit.
- Assign, supervise, and evaluate the work of subordinate staff.
- Perform skilled counseling and conduct individual and group therapy sessions.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Develop and maintain confidence and cooperation of emotionally disturbed patients and their families.
- Understand, interpret and apply procedures, laws, rules, regulations and policies as they relate to the assigned Unit. • Prepare clear, relevant and accurate reports.
- Ensure proper compliances with federal, state and local guidelines, policies, goals, rules and regulations.
- Enforce Quality Assurance standards.
- Direct the establishment and maintenance of a variety of records and reports pertaining to clinical and non-clinical services and personnel.
- Understand and appreciate differing views on the responsibility of the assigned Unit in the management of sensitive health issues.

## BEHAVIORAL HEALTH UNIT SUPERVISOR - 4

### **Ability to - continued:**

- Effectively represent the Behavioral Health Department in contacts with clients, the public, and other agencies.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

### **TRAINING AND EXPERIENCE:**

Required qualifications for this position:

Possession of a Master's Degree in Social Work, Psychology, Counseling, Psychiatric Nursing or appropriate related field, received from an accredited institution,

AND

Must be Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC), issued by the California State Board of Behavioral Science Examiners or Clinical Psychologist by the Board of Medical Examiners.

AND

Three (3) years of post-licensure experience in a mental health or behavioral health setting. Experience in a Community Mental Health or Behavioral Health Clinic in a supervisory capacity preferred.

### **SPECIAL REQUIREMENTS:**

Possession of certification to serve as a supervisor of interns and to continually maintain any ongoing requirements imposed by the applicable licensing board to keep the supervisor certification active and in good standing.

Possession of a valid California Alcohol and Other Drug Counselor Certification from an organization accredited by the National Commission for Certifying Agencies (NCCA) to register and certify Alcohol and Other Drug (AOD) Counselors in California, preferred

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.