ORCHARD PLACE
Job Description

JOB TITLE: School Based Supervisor

DEPT: CGC School Based
STATUS: Exempt
DATE: 4-2013

GENERAL:
The School Based Supervisor works under the general Supervision of the Associate V.P for Child Guidance and is responsible for the day-to-day supervision, management of the clinical staff assigned to the School Based Team of the Child Guidance Center and direct delivery of treatment services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Includes the following but other duties may be assigned)
1) Responsible for day-to-day supervision and operations management of the staff assigned to the School Based Team. Duties include but are not limited to:
   a) Participate with other Division leaders in development and implementation of operational policies and procedures congruent with the policies and procedures of the overall Agency.
   b) Provide the support, direction and management needed to ensure that the School Based Team achieves its billable productivity goals.
   c) Provide the support, direction and management needed to ensure that the School Based Team generates individual case documentation in compliance with the requirements of payers, regulators, and internal/external program evaluation bodies and in a timely manner.
   d) Provide accurate and timely documentation and reporting of program activities and client services, including; case record management, exceptional case situations, productivity information, and performance improvement data, in compliance with the requirements of payers, regulators, and internal/external program evaluation bodies.
   e) Assist staff, students and interns assigned to the social worker unit to coordinate client services with the other internal Agency programs, and external customers; e.g., Des Moines Public and other schools, Area Education Agencies, Department of Human Services, Juvenile Court Services, service payers, and other state and local entities.
   f) On a regular or as needed basis schedule and conduct individual supervision and group or staff meetings for the purposes of; ensuring delivery of high quality service, problem solving, policy/procedure updates, internal and external service coordination and/or planning, and program information dissemination.
2) Responsible for day-to-day fiscal operation and accountability of the School Based Team. Duties include but are not limited to:
   a) Participation in budget planning and preparation.
   b) Ensuring staff posting of timely and accurate service billing information.
   c) Ensuring that timely and appropriate authorizations, pre-service and continuing service are secured for each client to ensure prompt and accurate billing for services rendered.
   d) Regular review with the Associate V.P. Child Guidance financial performance and accomplishment of assigned staff and assist with adjustments as needed to ensure the Division’s financial stability.
3) Responsible for day-to-day personnel management and accountability for assigned staff. Duties include but are not limited to:
   a) Overall staff supervision, ensuring timely and accurate completion of written personnel evaluations and interpretation and implementation of the Agency’s and program’s personnel policies, staff recognition, and disciplinary actions as needed.
   b) Keeping the office staff informed of the Agency and Division mission, vision, goals and objectives, program performance and other program related information as necessary.
   c) Ensuring that School Based Team staff are performing their job expectations within expectations based on their experience and stage of professional development.

4) Responsible for other duties as assigned, including but not limited to:
   a) Staff development or in-service training, assigned public information or public relations activities and participation in relevant community groups or organizations.
   b) Internal research or other projects.
   c) The School Based Supervisor is a member of the Child Guidance-Outpatient Administrative Leadership Team and is therefore expected to regularly attend Administrative Staff meetings.

5) Deliver therapy services for a caseload of School Based clients, duties include but are not limited to:
   a) Evaluate children, parents, and families
   b) Develop and carry out treatment plans with Child Guidance Center patients and their parents/families.
   c) Submits required clinical and administrative reports.
   d) Reviews work with superior (as needed).
   e) Supervises and evaluates trainees and interns (as assigned).

HOURS:
The duties and responsibilities of the School Based Supervisor will be generally discharged within a forty-hour week. However, the needs of the program will dictate hours of work. The School Based Supervisor is subject to emergency calls and as such is expected to be available at times other than regular working hours.

SUPERVISORY REALTIONSHP:
The School Based Supervisor works under the general supervision of and reports to the Associate V.P. Child Guidance Center, who will establish a regular reporting process.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

GENERAL: At the time of employment and every three (3) years thereafter, the person shall receive a physician’s certification of adequate health to perform duties. Must have satisfactory background checks through the Division of Criminal Investigation and the Abuse Registries (which includes child abuse, dependent adult abuse and sexual offender registries). At the time of employment and throughout employment with the agency, the person shall have a valid Driver’s license and show proof of valid liability insurance on own vehicle.
**EDUCATION AND/OR EXPERIENCE:** The School Based Supervisor will have a Master’s degree and be independently licensed in Iowa as an LISW, LMHC or LMFT. Position requires a minimum of 3 years of post independent license experience and at least one year of supervisory and/or administrative experience, preferably in the delivery of mental health or human services.

**LANGUAGE SKILLS:** Will demonstrate verbal and written communication skills. He/she will demonstrate ability to read, analyze, and interpret general periodicals, professional journals and technical procedures, or government regulations. He/she will demonstrate ability to write reports; policies and procedures utilizing correct grammar and punctuation. He/she will demonstrate ability to effectively present information and respond to question from superiors, other employees, clients, and persons from outside the organization.

**REASONING ABILITY:** Will evidence ability to define problems, collect data, establish facts, and draw valid conclusions. He/she will demonstrate the ability to interpret a variety of technical instructions, verbal and behavioral interactions, and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:** Walking, standing, and sitting are required. Using hands to finger handle and feel objects, tools, or controls: reach with hands and arms. Specific vision abilities include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** Works in well-illuminated, climate-controlled areas with low to moderate noise level. Periodically exposed to outside weather conditions.