



## Job Description

### **Title**

Adult Clinical Services Manager

### **Qualifications**

Master's degree in Counseling, Social Work, Psychology or related field; LCSW or LPC licensure plus 2 years or more direct experience post licensure providing clinical supervision and program oversight to a multidisciplinary team preferred, 3 years of experience providing culturally sensitive therapy with clients on issues related to intimate partner and sexual violence, trauma and concurring symptoms. Proficient with Microsoft Suite and web-based documentation to monitor program trends and support agency program evaluation.

### **Description**

Under the supervision of the Director Clinical Services and Education exercises discretion and judgment in providing excellent supervision to Adult Services Therapists and oversight of the Adult Individual Therapy program.

The Clinical Manager provides oversight of compliance with established policy and procedures to meet all best practice and productivity standards, hires and trains new therapists, conducts yearly performance reviews, monitors program evaluation and supports all quality improvement activities. Monitors staffing trends, communicates staff and program needs and facilitates clinical case meetings.

### **Responsibilities**

#### **Direct Service and Supervisory Duties**

- Provides clinical supervision to adult therapists, who carry a caseload of 22 clients each.
- Provides direct service therapy and support to clients during clinical staff transitions such as medical leave or staffing changes.
- Monitors client care including ongoing physical and emotional safety. Completes documentation on client sessions within one week of session. Completes client service plans on a semi-annual basis, or more frequently as necessary. Completes all client evaluations, including BASIS-24 on a quarterly basis.
- Collaborates with other professionals, including psychiatrists, case managers, attorneys, etc. on behalf of the client.
- Provides back up support for crisis intervention counseling to walk-in clients on an as-needed basis.
- Exercises judgment in assessing on-going need for services, client risk and type of interventions best suited to meet client needs; initiating referrals and or coordinated client care as appropriate.
- Participates in weekly supervisory meetings, i.e., individual supervision and co-facilitates case consultation.

- Supervises student interns as assigned.
- Demonstrates awareness and understanding of: socioeconomic systems, cultural diversity, equity and inclusion.

### **Administrative and supervisory Duties**

- Hires for adult services staff positions, conducts interviews.
- Supports all clinical training efforts including maintenance and updates to the New Clinical Staff Training Manual.
- Sets up new users and permissions in Apricot (electronic medical record system).
- Monitors telehealth programming.
- Supports training on the use of the client portal and adherence to policy and procedure.
- Provides daily oversight of quality programming and service delivery by therapist, including assistance with program evaluation, quality improvement and risk management activities.
- Supports training and adherence to agency policy and procedures for documentation, closing processes and evaluation. Meets all compliance standards.
- Completes all agency statistical forms in a timely manner; produces statistical and descriptive data for administrative purposes, monitors program trends and makes changes accordingly for improvement.
- Leads peer record reviews, assists with streamlining and updating the agency peer review process in collaboration with the Director, Clinical Services and Education.
- Coordinates EMDR consult and staff attendance for consult.
- Conducts yearly performance reviews.
- Attends supervisory and planning meetings.
- Participates in agency committees.
- Other duties as assigned.

### **Training and Volunteer Duties**

- Supports interns
- Supports All Staff training needs
- Attends all required agency in-services
- Meets continuing education requirements for licensing.

### **Accountability**

Accountable to the Director, Clinical Services and Education for carrying out assigned responsibilities and following agency policies and procedures. Staff therapist are to provide services only within the scope of their training and experience.

***Hybrid work schedule and excellent benefits to include Medical, Dental, Vision, Life and Disability Insurance, Paid Time Off/Vacation/Holidays***

### **To Apply**

Submit cover letter, resume and contact information for three professional references to Robin Anderson, 2165 Hampton Ave., St. Louis, MO 63139 or [robin@safeconnections.org](mailto:robin@safeconnections.org).

Safe Connections seeks and celebrates diversity in its staff community and provides a dynamic team environment. A trauma-informed culture with a high value on self-care, mentoring and professional development is an organizational hallmark. We are an equal-opportunity employer. Employment decisions are made based on merit and organizational needs, not on race, color, citizenship status, national origin, ancestry, gender, gender identity, gender expression, sexual orientation, age, religion,

creed, physical or mental disability, marital status, veteran status, political affiliation or any other factor protected by law.