



### **Clinical Supervisor Job Description- Castle Rock location**

Children's Wellness Center of Colorado, PLLC is a group private practice that serves children, adolescents, their parents/caregivers, and adults without children. We seek to serve multiple family members in one location to reduce barriers to treatment. We are a fun, dynamic, and collaborative group of clinicians who value working collaboratively and helping improve the health and wellness of our clients.

The Clinical Supervisor provides clinical supervision and oversight to employees and interns of Children's Wellness Center of Colorado, PLLC (CWCC) at the Castle Rock, CO office location. CWCC's main office is located in Centennial, CO.

Reports to: Owners and/or Direct Supervisor.

#### **Minimum Qualification Requirements:**

- Master's Degree or higher in counseling or social work; and
- Active, unrestricted license (LCSW, LMFT, LPC) in the State of Colorado; must be fully licensed. A copy must be provided to Children's Wellness Center of Colorado, PLLC.
- Must have at least 3 years of experience post-licensure
- Employed at Children's Wellness Center of Colorado, PLLC full-time or part-time
- Must be willing to provide direct clinical care through a combination of individual or group sessions and/or assessments
- Medicaid credentialing required to supervise under Medicaid guidelines
- Completion of the 6 hours of CEUs for supervising LPCCs in Colorado
- Ability to be located on site/in office

#### **Other Qualification Preferences:**

- Excellent organizational skills
- Excellent communication skills and a desire to collaborate both internally and with external entities, as needed
- Timeliness with paperwork and documentation
- Self-motivated
- Team player/Collaborator
- Prior supervision experience



### Hours:

Work hours and schedule are flexible but based upon the needs of supervisees and Children's Wellness Center of Colorado, PLLC. Some evening hours may be necessary. Many schools require that a licensed professional be on site whenever an intern is seeing clients. Administrative supervisory duties such as documentation and assessment oversight can be completed remotely.

### Job Duties and Responsibilities:

1. Perform on-site or telehealth clinical supervision to clinicians and interns of Children's Wellness Center of Colorado, PLLC, as scheduled, and in accordance with company policies. Clinical supervision requirements include but are not limited to:
  - a) meeting with each supervisee for 1 hour weekly
  - b) Weekly supervision notes must be written and provided to provisionally licensed supervisees and interns for review and signature and uploaded into the supervisee's employee supervision record. The note is complete when both the supervisee and supervisor have signed.
  - c) oversee supervisee workload to ensure compliance with minimum standards
  - d) reviewing and signing all intake assessments, treatment plans, and progress notes
  - e) being available for questions via phone, email or in-person \* see job duty #4 below
  - f) responding to crises that arise \*see job duty #4 below
  - g) review, provide feedback and approve, with signature, Family First Prevention Services Act (FFPSA) and Medicaid IA assessments for all provisionally licensed clinicians
  - h) review and approve timesheets
  - i) conduct performance evaluations at 6 months for the employee's first year, then 12 months and annually thereafter
  - j) communicate with university professors overseeing interns, complete evaluations and necessary paperwork as required by the school
  
2. Regular and reliable attendance and timely arrival to work is required.



3. Be properly licensed and abide by all laws, rules, regulations, and codes of ethics that are binding upon or applicable to the services performed for Children's Wellness Center of Colorado, PLLC.
4. Respond to supervisee questions within 24 hours or less whether such communications are in person, by phone, email, or text message. Urgent issues should be responded to as soon as possible. Emergent or crisis services arise occasionally and may require the supervisor to intervene with the client directly or alongside the supervisee to mitigate safety concerns.
5. Attend mandatory meetings at Children's Wellness Center of Colorado, PLLC including regular supervision and consultation meetings with the Owners.
6. Conduct and regulate supervision services in a professional manner so as to maintain and increase the good will and reputation of Children's Wellness Center of Colorado, PLLC. Be respectful of, cooperative and collaborative with supervisees and co-workers.
7. Other duties, which may be assigned by Children's Wellness Center of Colorado, PLLC.

Pay:

\$60-\$75/ hour for 2 hours per week for each supervisee, commiserate with experience.