

## CLINICAL SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility in the Drug Awareness Center for the supervision of substance abuse treatment casework and clinical staff in a medically supervised substance abuse treatment program. Individual treatment plans are developed and administered in accordance with medical direction. Work is performed under the general supervision of the Director of the Drug Awareness Center with wide leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over the Drug Abuse Counselors in the treatment of persons with substance abuse dependency and substance abuse related problems. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises drug abuse treatment programs staff and counselors in the treatment of substance abuse;  
Trains counselors in intake, screening, treatment planning, evaluation, referral, alternate care plans, and counseling;  
Manages and monitors caseload distribution;  
Coordinates client's treatment with other agencies such as Social Services, Mental Health and private hospitals to provide more comprehensive care;  
Provides direct service and counseling to individuals and families when necessary;  
Resolved conflicts among counselors, clientele, and/or agency representatives;  
May represent agency interests in judicial proceedings;  
Collects and compiles statistical client data;  
Maintains accurate records and prepares various reports;  
Conducts Utilization Review and implements Quality Assurance process as outlined in agency procedures and NYSOASAS rules and regulations;  
Coordinates development of individual treatment plans in consultation with medical team;  
Develops specialized treatment modalities to meet client population needs i.e. intensive outpatient service;  
Represents agency clinically with managed care providers including medicare;  
Assures that individual case records are completely accurate and meet the regulations of the NYS Office of Alcohol and Substance Abuse Services.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and terminology associated with counseling individuals, families and groups with drug related problems;  
Thorough knowledge of factors contributing to drug abuse;  
Thorough knowledge of public and private agencies which provide drug abuse services and other community human service agencies and how to use them effectively;

Thorough knowledge of drugs, the problems of those addicted to or dependent on drugs, and the symptoms and physical signs or drug abuse;

Thorough knowledge of the skills of crisis intervention, assessment, interviewing, and evaluation;

Good knowledge of the mandates and requirements of the NYS Division of Substance Abuse Services;

Good knowledge of the psychology of adolescent development and related behaviors;

Skill in planning and directing the work of others;

Skill in securing the confidence and cooperation of clients, professional colleagues, client's families and social agencies;

Ability to relate sympathetically to a potentially difficult client population;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to establish and maintain effective working relationships;

Ability to keep accurate records;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work and two years of counseling or therapy experience in a human services setting including or supplemented by one year supervisory experience; or
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Social Work or related field and four years of casework or counseling experience in a human services setting, including or supplemented by one year supervisory experience; or
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.