

TANANA CHIEFS CONFERENCE
Job Description rev. 11/05

JOB TITLE (Working): Clinical Supervisor: Itinerant Services
JOB TITLE (Oracle): 0061. Clinical Supervisor Itinerant Services
Oracle Job Number
Supervisor: Behavioral Health Director
DIVISION: Health Services
LOCATION 4th floor CPJTB
Mercer Class
Level: 6
FLSA: Exempt
STATUS: Full Time Regular
ICPA: Yes
HIPAA: Yes
Safety Sensitive: Yes
Fingerprint: yes

Job Summary: Under the general supervision of the Behavioral Health Director, incumbent oversees the clinical services provided by itinerating and some village based counselors including those associated with the Behavioral Health Aide Program and Ch'eghutsen' staff. The incumbent assures compliance with all regulatory agencies' standards and regulations as they relate to the clinical aspects of these services. This position includes responsibility for hiring, evaluating and supervising staff. The position is based in Fairbanks. Village travel is an expectation.

Essential Functions: *This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Representative Duties:

1. Manages the daily clinical activities of the rural and itinerant service providers and assures compliance with regulatory agencies
2. Coordinates wrap around services for Ch'eghutsen' clients and their families
3. Plans and organizes information, training and work schedules
4. Reviews clinical documentation for completeness, accuracy and timeliness
5. Reviews staff productivity to meet the productivity standards set by the Behavioral Health Director
6. Ensures ethical and professional quality of services
7. Assists in development and implementation of service delivery systems
8. Leads case staffings
9. Prepares reports and provides data as required
10. Evaluates staff and develops training plans
11. May share on call duties

Minimum Qualifications:

EDUCATION: Master’s degree in counseling, psychology, social work or related field; AND 5 years experience in behavioral health and at least 2 years experience in clinical supervision : OR equivalent combination of education and work experience.

Knowledge, Skills and Abilities

1. Master’s degree in counseling, psychology, social work or related field
2. Minimum of 5 years experience in behavioral health field
3. Minimum of 2 years supervisory experience
4. Licensed or licensable within 12 months; certified or eligible for certification as Chemical Dependency Counselor within 12 months of hire
5. Prefer chemical dependency certification at supervisory level
6. Experience with itinerant and rural services for Alaska Native populations
7. Experience with professional documentation standards and billing practices
8. High level of verbal and written skills
9. Computer knowledge sufficient for documentation and billing
10. Able to work in a busy, multi-faceted work environment that is often stressful

Supervision: This position supervises these positions: Behavioral Health Aides, Ch’eghutsen staff, village based counselor outside of the Tok region. This includes approximately 10 positions.

Physical demands: Some lifting, carrying, standing and walking; office based position requires seated work much of the time; sight, speaking and hearing abilities critical

Summation: The Clinical Supervisor for Itinerant Services provides clinical oversight, personnel management and policy compliance for rural and itinerant providers. While based in Fairbanks, this position requires travel.

This job description is not an employee agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name (print)

Employee Acknowledgment

Supervisor Signature

Date

Date