

Licensed Clinical Supervisor

Status: Full-time. Exempt
Reports to: Director of Senior Homeless Services

Background: St. Mary's Center (SMC) has served multi-racial, multi-ethnic poverty-level seniors and young children in West Oakland since 1973. Started as an outreach effort of St. Mary's Church, the Center was separately incorporated as a 501(c)3 in 1992. Our mission is to be a community of hope, justice, and healing that serves at-risk seniors and preschoolers in the heart of Oakland. We strive to improve quality of life through counseling, shelter, nutrition, advocacy and social support. SMC is the primary agency providing outreach and direct support services to homeless, homebound and otherwise isolated seniors in downtown and West Oakland. For more information, please visit www.stmaryscenter.org

Homeless Senior Services: St. Mary's Center Senior Homeless Services provides services for low-income seniors, who are homeless or at risk of homelessness. Services encompass intensive case management, addiction recovery, mental health and psychiatric care, winter shelter, medical navigation, housing clinic and transitional housing. Our foremost goal is to support each senior to find and keep housing. Social workers provide the intensive case management critical to helping our seniors improve their lives. Our staff includes licensed mental health professionals and recovery trained counselors.

Position Summary: Reporting to the Director Homeless Senior Services, the Licensed Clinical Social Worker is responsible for intensive case management services and advocacy for seniors as they age and need support to achieve their highest quality of living, independence and dignity.

Clinical Supervision

- Provide ongoing guidance to staff on clinical intervention strategies, treatment planning and behavioral health screenings as necessary toward ensuring excellent service delivery standards, including weekly individual and group supervision to clinical staff and interns in accordance with BBS standards
- Maintain effective communications with staff and Medical Director Psychiatrist related to seniors' psychosocial and psychiatric needs
- Develop and provide oversight of ongoing clinical staff development, sharing clinical knowledge and enhancing team skills. Related duties include establishing/revising clinical practice policy, case conferencing, individual and group supervision
- Ensure clinical staff are skilled and trained in the area of Medi-Cal and fee-for-service billing; medical necessity; assessment; treatment plans; progress notes; use of county database and related functions
- Maintain clinical records in our database in accordance with mandated standards of St. Mary's Center, Medi-Cal and Alameda County Behavioral Health, and monitor clinical files for accuracy, timeliness and clinical content

- Responsible for Quality Assurance and Improvement activities and strategies
- Ensure adequate patient census is maintained and properly assigned
- Ensure that program staff meets clinical standards for quality care and productivity in accordance with contractual obligations and county requirements
- Provide monthly, quarterly and annual reports on contract deliverables and outcomes and ensures that Medi-Cal and other contracts objectives are met
- Act as HIPAA compliance officer, maintaining confidentiality regarding patient health information and training clinical and administrative staff as appropriate.
- In collaboration with the Director of Senior Homeless Services, ensures the utilization of best and evidence-based approaches to mental health care consistent with health/mental health integration, rehabilitation and recovery, wellness, treatment adherence, and housing goals

Skills and Duties

- Knowledge of age-specific theories of human development; social work theory and practice as well as applicable community resources and legal aspects of care for homeless seniors
- Knowledge of psychosocial aspects of illness including family systems theory, crisis theory and effective treatment modalities used to assist seniors in adjusting to the debilitating effects of illness
- Adhere to professional ethics, practice and values as delineated by NASW
- Provide culturally competent individual and group psychotherapy to seniors
- Demonstrate knowledge, ability and willingness to engage in continuous learning about diverse ethnic, cultural, spiritual backgrounds, sexual orientation and gender identity
- Demonstrate expertise and knowledge of DSM V and ICD-10; reporting laws and legal aspects of care; knowledge of Alameda County's managed care system
- Provide crisis management and immediate therapeutic response to clients experiencing acute symptoms associated with behavioral health issues
- Maintain a partial caseload and provide professional and culturally relevant therapeutic support, advocacy, information and referrals to low income and at-risk seniors
- Consult with Representative Payee staff to ensure client income is stable and financial needs are met
- Link clients to appropriate community social services, including health and mental health services, entitlement, legal services, substance use treatment services and daytime activities.
- Work within and promote an environment dedicated to harm reduction, recovery, and wellness.
- For Medi-Cal eligible clients, this position performs Medi-Cal documentation and billing including assessment, diagnosis, referral, case plan development, consultation, brokerage, counseling, case management, crisis management.

Qualifications:

- Current California Clinical Social Worker (LCSW) license (Board of Behavioral Health Examiners). Licensed at least two years and qualified to provide ASW supervision hours toward licensure

- Minimum of 2 years' experience working with multiple co-occurring challenges of the elder population including comprehensive case management, mental health and substance use disorder counseling
- Current, valid CA driver's license. Own vehicle required
- LifeScan fingerprint clearance
- Proof of negative PPD

Strong preference for experience with homeless and/or formerly homeless seniors. Experience working with diverse client and staff populations, and demonstrated cultural competency. Excellent written and verbal communications skills. Well-organized with attention to detail. Ability to maintain focus on organizational vision while attending to necessary details. Highest integrity, dependability and credibility. Strong initiative, excellent judgment and accountability. Healthy work ethic, collaborative work style, high energy, and the confidence and strength to inspire colleagues, staff and volunteers. Manner that models respectful relationships with program participants, staff and members of the broader community. Computer competence, including Microsoft Office Suite and database experience. Respect for the mission and values of St. Mary's Center.

GENERAL STAFF ROLES

Along with all employees, the Clinical Supervisor is expected to:

- Foster an environment that promotes trust and cooperation among leadership and staff.
- Apply policies and procedures to ensure that the principles of St. Mary's Center are implemented.
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct.
- Understand the mission, values, and principles of St. Mary's Center and apply them in work responsibilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In general, while performing the duties of this job, the employee is expected to stand; walk; sit; reach with hands and arms; and talk or hear.

- Must be able to clearly communicate with others to understand them and to be understood.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to occasionally lift and/or move up to 20 pounds.
- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to operate office equipment: telephones, copy, scanner and fax machines
- Must be able to communicate over a telephone, and take notes.
- Must be able to attend in-person or web-based meetings, sitting, listening, and taking notes.

St. Mary's Center is an Equal Employment Opportunity Employer.

St. Mary's Center is an equal opportunity employer and is committed to an active Equal

Employment Opportunity Program (EEO). It is the stated policy of St. Mary's Center that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related) or physical handicap (includes all other medical condition).

COMPENSATION: Salary range is \$70,000-85,000, commensurate with experience. We provide a benefits package, including medical, dental, 401k after first year, 12 holidays plus birthday, paid vacation and sick time.

To apply: Send a cover letter and resume to hr@stmaryscenter.org. First review will take place on in early May with a desired start date in June 2019.