

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: LICENSED CLINICAL SOCIAL WORKER - CLINICAL SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, evaluates, supervises and ensures the provision of technical assistance for school-based health and wellness services for the mental health educator workforce pipeline; provides clinical supervision for licensure and credentialing purposes to supervisees/trainees and/or provisionally-licensed Pupil Personnel Services (PPS) credentialed staff; supports with the coordination of Mental Health and Wellness credentialing programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides clinical supervision and consultation to assigned Licensed Clinical Social Workers (LCSW) and PPS candidates;

Provides oversight, support, and coordination for the implementation of billing services for administration and staff members working towards their PPS credential and/or LCSW;

Provides legally compliant training and guidance for Medi-Cal related items for PPS and/or LCSW candidates including but not limited to billings, new legislation, and best practices;

Reviews psychosocial assessments being conducted and completed, reviews and approves treatment plans and documentation to meet the needs of the clients in support of the associate or PPS candidate;

Fosters candidate's clinical development and appropriate behavioral health clinical treatment goals and interventions for the clients;

Meets individually with program candidates to provide clinical supervision, oversight, and training;

Provides technical supervision of assigned clinical staff exercised in accordance with scope-of-practice guidelines for clinical staff supporting districts through the Educator Preparation Programs (EPP);

Provides training, technical assistance, and clinical support to districts and EPP Staff;

Reviews case records for completeness, consistency, and quality of mental health and wellness services provided including application of proper techniques; ensures compliance with state and federal mandates for supervised staff;

Provides group supervision, crisis intervention and assistance, supervises assessments and clinical documentation to support the associate or PPS candidate;

Consults with assigned staff and identified candidates to promote staff development and to recommend solutions to complex cases;

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Provides input and recommendations on select cases identified as high needs by EPP senior leadership; stays informed of new developments in the field of clinical social work, school social work, marriage and family therapy and behavioral sciences;

Identifies staff training and development requirements and provides training and guidance to administrative and clinical staff of EPP to ensure delivery effectiveness of mental health and wellness services;

As needed and directed, provides direct services in crisis situations when warranted and determined to be appropriate due to intern or associate clinical capacity;

Reviews and ensures the quality of client charts including but not limited to charts meeting all legal and ethical standards of care;

Provides and supports assigned clinical staff with differential diagnoses;

Maintains confidentiality of medical and psychiatric records of clients as required by applicable state and federal laws;

Responsible for completing comprehensive reassessments prior to expiration of current treatment plans in a timely manner of supervised staff;

Reviews and/or approves authorizations, assessments, and treatment plans and other needed documentation for healthcare billing of supervised staff.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

School-based mental health research and services;
 County health and human services;
 Regulations related to confidentiality and sharing of information between agencies and schools;
 Medi-Cal certification and billing process;
 General principles of educational psychology, adolescent growth and development;
 Principles and practices of organizational leadership, including the ability to lead change process;
 Program management and implementation guidelines;
 Clinical supervision and consultation procedures and strategies.

ABILITY TO:

Plan, organize and direct the development of the clinical supervision program;
 Support Educator Preparation Programs with all related activities;
 Analyze data and evaluate program needs;
 Communicate effectively with school districts and community partners regarding program;
 Interpret, apply, and explain rules, regulations, policies and procedures;
 Research and organize information;

Collect and assemble data to generate reports;
Prepare comprehensive narrative and statistical reports related to assigned activities;
Provide technical, specialized, consultative, advisory and planning services;
Work independently with little direction;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Drive personal vehicle to work locations.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Interpersonal skills necessary to develop and maintain collaborative relationships with a diverse group of staff and outside agencies;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence and good judgment;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts Santa Clara County Office of Education operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master's degree in social work and a minimum of four (4) years of service with a Pupil Personnel Services Credential. Provision of direct supervision to associate Social Workers, associate Professional Clinical Counselors, Marriage and Family Therapist trainees, or associate Marriage and Family Therapists who performed psychotherapy during at least two (2) years out of the last five (5) years prior to the commencement of supervision. Supervision of psychotherapy performed by a student shall be accepted if substantially equivalent to the supervision required for registrants.

LICENSES AND OTHER REQUIREMENTS:

Valid Pupil Personnel Services Credential
Valid License in Clinical Social Work
Completed Clinical Supervision Training or completed within 60 days of hire
Valid California Administrative Services Credential*
Valid California driver's license

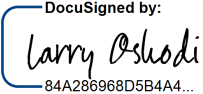
*Applicants enrolled in an Administrative Services Credential Program may be considered.

WORKING CONDITIONS:**ENVIRONMENT:**

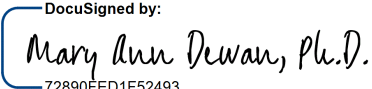
Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of materials;
Sitting or standing for extended periods of time.

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Approved: Larry Oshodi Date
 Assistant Superintendent-Personnel Services

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Authorized: Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools

Revised 2/29/24 Duties modified

Revised 5/14/24 Changed job title from Clinical Supervisor-Educator Preparation Programs to Licensed Clinical Social Worker-Clinical Supervisor; Licenses and Other Requirements revised.