



Rio Arriba County

JOB DESCRIPTION VACANCY

CLINICAL SUPERVISOR

DEPARTMENT:	HEALTH & HUMAN SERVICES
PRIMARY LOCATION:	ESPANOLA
SALARY:	M-24 PER SCHEDULE / \$68,185-\$78,585
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	27 APRIL 2023

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This position described below, is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Position Summary:

Under general supervision of the Health & Human Service (HHS) Director or designee, is responsible for clinical/programmatic oversight of all HHS case management and clinical programs including behavioral health and substance abuse case management and medical reconciliation.

Essential Duties and Responsibilities:

- Responsible for the day to day supervision of clinicians, CPSW, CSW, and CHW case manager including delegation of work/assignments to program coordinators line staff, staff coverage and evaluations
- Responsible for working with the HHS Director and appropriate program managers to identify hours requiring coverage outside of the normal workweek, insuring staff coverage or on call coverage through contracts
- Organizes and oversees regular integrated clinical staffing employing reflective supervision and other supervision techniques encouraged by funders or adopted by the Department
- Responsible for evaluation of all case management and clinical staff and contractors, regularly updating HHS director
- Working with HHS director on personnel actions regarding clinical staff including recommendations for hiring, termination and promotion
- Work closely with staff and reviews all clinical records and client documentation
- Responsible for oversight of notes and case files, conducting regular audits of files and for maintaining, with the assistance of the Compliance Team, compliance with all Medicaid and clinical licensing requirements of HHS programs as well as program monitoring



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- Works with HHS Director and Medicaid billing staff and contractors to develop, update and implementation of relevant HHS business and sustainability plans
- Responsible for oversight of interns, Director of Case Management and Clinical Staff
- A portion of the salary for this position is dependent on soft funding including Medicaid reimbursement and grants, and the clinical director will be responsible for working with HHS Director to insure funding stability
- Prepares grant applications and other materials to assist the county in financing community services projects and programs
- Responsible for attending meetings as directed by HHS Director
- Responsible for ensuring the County adheres to all New Mexico Counseling and Therapy Practice Board rules, regulations and practice act
- Expected to provide program/clinical support to all program components
- Represents the County at professional and civic meetings, various boards and commissions, council, and regulatory agencies
- Will recommend staff training and in house training needs upon approval of the HHS Director
- Performs and presents studies, reports on the status, activities and plans for current and future operations, trainings and informational presentations. May present to the County Commission, County management and or community stakeholders
- Maintains confidentiality of all privileged information
- Contributes to a team effort
- Performs other duties as assigned or required

Minimum Qualifications:

- High School Diploma or GED
- Must have four (6) years in supervisory experience in the field of alcoholism, substance abuse and mental health
- Must have LCSW, LPCC, PsyD, CNP or other valid New Mexico license enabling supervision in the behavioral health field
- Must complete HIPAA Certification within sixty (60) days of employment
- Successful completion of thorough background investigation. Must not have been convicted of a felony

Recommended Qualifications:

- Bachelor's Degree from an accredited college or university in Health and or behavior Science or related field
- Six years of management experience across all years of job related experience

Preferred Qualifications:

- Master's Degree from an accredited college or university in Health and or behavior Science or related field
- Four years of management experience across all years of job related experience
- Proficient in dual language –Spanish is preferred



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Knowledge, Skills, and Abilities:

- Knowledge of Medicaid Regulations and requirements with Senior Care and Senior Programs
- Knowledge of regulations and practices pertaining to Patient Records
- Knowledge pertaining to State and Federal legislation affecting behavioral health services including HIPPA, ASAM, etc.
- Ability to handle the negative or hostile behaviors of Clients that may surface in a diligent and sensitive manner
- Ability to work with passive aggressive individuals and individuals in denial about their addictions
- Ability to act in an independent and conscientious manner using sound judgment
- Ability to maintain confidentiality
- Ability to communicate and understand multi-cultural community
- Ability to complete the orientation for the Detention Center
- Ability comply with safety guidelines of the county
- Ability to handle multiple tasks and meet deadlines
- Ability to communicate effectively, both orally and in writing

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to forty (40) pounds. If an item is above forth (40) pounds lifting shall be done by two or more County staff members.

Work Environment/Conditions:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. May be required to work or insure clinical coverage outside of normal business hours. Will be required to visit and provide services in the Detention Center, Senior Centers and other offices. Employee may conduct transports and home visits.

Employee primarily works alone with or without explicit direction from Supervisor. May work with a small group of other individuals at times. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available and to provide customer support 7x24x365 in the event of County emergencies.



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Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Employment Requirements:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of the date of hire as a condition of continued employment.

Please send an e-mail with your Letter of Interest,

Resume and Job Application to:

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
