

# ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY



Alameda County Behavioral Health is recruiting for

**\*BEHAVIORAL HEALTH CLINICAL SUPERVISOR**

**Child & Young Adult System of Care (birth to Age 24)**

## HOW TO APPLY

Please submit a cover letter and completed County of Alameda Job Application to:

[Damon.Eaves@acgov.org](mailto:Damon.Eaves@acgov.org)

County of Alameda Job Application template is available online on Alameda County's On-Line Employment Center at:

<https://jobapscloud.com/Alameda/sup/bulpreview.asp?R1=00&R2=A000&R3=01>

New users can click on "New User Registration" to fill out an application template. Once the application is completed, candidates can click on the "Review" tab to "Print My Application". **A PDF version of the application or digital scan of the completed application can be submitted to:**

[Damon.Eaves@acgov.org](mailto:Damon.Eaves@acgov.org)

## Out of Class Appointments:

*For an **Out of Class appointment**, a civil service exam is not required. However, to obtain a regular position, the appointee will need to compete successfully in a County Exam when open.*

**\*Out of Class Opportunity Only**

**Location: Fremont, CA.**

### Overview:

Under general direction, supervise Behavioral Health Clinicians and other behavioral health care professionals, paraprofessionals and/or interns; coordinate day-to-day functions and ensure appropriate staff coverage; provide psychiatric clinical and case management services; and perform other duties as assigned.

### Distinguishing Features:

This class is located in Behavioral Health Care Services which provides alcohol and other drugs and mental health services through county staff, private providers and community-based organizations. This is the first-line supervisory level in the Behavioral Health Clinician series. Behavioral Health Clinical Supervisors provide day-to-day supervision including the coordination and delegation of work/assignments, staff coverage, and performance evaluations. Behavioral Health Clinical Supervisors are responsible for the day-to-day supervision of a behavioral health care team of clinicians. Incumbents in this position may assist the Behavioral Health Clinical Manager in administrative functions.

The Behavioral Health Clinical Supervisor is distinguished from the lower level class of Behavioral Health Clinician II in that the latter does not have supervisory responsibilities. It is further distinguished from the next higher class of Behavioral Health Clinical Manager in that the latter may supervise a Behavioral Health Clinical Supervisor and has overall responsibility for program planning, development and evaluation, program reporting and statistics, and program outcome monitoring. The Behavioral Health Clinical Manager manages a clinic/program which includes 8 or more paraprofessional and professional level staff.

### Minimum Qualifications:

#### **Either I**

The equivalent of one year of experience in the class of Behavioral Health Clinician II in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

#### **Or II**

The equivalent of three years of post-license experience as a behavioral health/mental health clinician providing clinical and/or case management services. (Note: Previous experience involving lead or supervisory responsibility is desirable.)

#### **AND**

Education:

Possession of a Master's degree from an accredited school in social work, marriage and family therapy, psychology, counseling, nursing or related field.

### License/Certification:

Possession of valid clinical license from the one of the applicable licensing authorities: California Board of Behavioral Sciences, California Board of Psychology, or California Board of Nursing.

Some positions in this class require a valid California Motor Vehicle Operator's license. Applicants must possess such license prior to appointment to such positions.

### Special Requirements:

1. In compliance with the Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), employees in this classification are required to possess a National Provider Identifier (NPI) number prior to their first day on the job.
2. In Compliance with Medicare regulations, eligible licensed clinicians in this classification are required to complete the "Medicare Enrollment Process for Physicians and non-Physician Practitioners" through the Centers for Medicare and Medicaid Services (CMS) of the U.S. Department of Health and Human Services, prior to their first day on the job. Active enrollment in Medicare is a condition of employment. Failure to attain or maintain active enrollment will result in termination.

**NOTE:** The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

**Pay Rate for Out of Class:**

The pay rate for an Out of Class position is dependent on the current salary of the individual chosen to fill the position, but is generally a 5% increase up to the top scale of Behavioral Health Clinical Supervisor (see below).

**Pay Rate for Behavioral Health Clinical Supervisor:**

\$47.66-\$57.25 Hourly / \$3,812.80-\$4,580.00 Bi-Weekly /

\$8,261.07-\$9,923.33 Monthly/ \$99,132.80-\$119,080.00 Yearly. **Compensation commensurate with experience**

**Responsibilities, including but not limited to:**

1. Manage, Supervise and oversee operations for the entire clinic, serve as point person for all clinic needs in coordination with the site ASM and Associate Director of CYASOC
2. Monitors, Review and serves as CQRT Clinical chair for weekly chart review and authorization for clinic cases.
3. Provides regular review of staff productivity, oversee and manage case assignment, ensure cases are being opened and that beneficiaries are being offered appointments and appointment times and locations that meet their scheduling needs.
4. Serves as primary agency representative for clinic community and Fremont Resource Center programs and partners.
5. Provides information, consultation, and guidance to program staff as needed.
6. Reports to ACBH executive management team on quality of care, program operation, and policy issues on an ongoing basis.
7. Develops relationships with providers that support integration of services and efficient management of resources.
8. Ensures all staff receive regular and consistent supervision and guidance on Referrals, Cases and Collaborations
9. Schedules, builds agenda for, and facilitates weekly staff meetings, where administrative updates, technical assistance and clinical issues are discussed, including case conference.
10. Maintains regular and consistent communication with the ACBH Access, Inpatient, Crisis Teams, TBS, Katie A, QA, Provider Relations and Information Systems to ensure up to date information and coordination occurs.
11. Participates in designated ACBH and CYASOC administrative and clinical meeting and mandated trainings and initiatives.
12. Performs 2mos, 6mos (new employees) and annual performance evaluations for all staff under supervision
13. Maintains scheduling to ensure clinic is staff appropriately and that there is adequate coverage on a daily basis and with respect to leaves of absence.
14. Fills out Personnel Requisitions, Recruits, Interviews, Hires, Orients and updates staff.
15. Performs other duties as assigned within the classification.

**Knowledge of:**

- Current theories, principles, and practices for services to clients with serious behavioral health care symptoms and diagnosis
  - Principles and practices of effective supervision, work planning, evaluation, training, and community behavioral health care consultation
  - Psychological diagnostic methods and terminology
  - Cultural and social factors affecting behavior patterns
  - Wellness, recovery and resiliency oriented strategies and supports
  - Dual recovery/co-occurring disorder treatment, screening and assessment tools
  - Community needs, resources and organizations related to behavioral health care
  - Clinical standards of practice and licensure requirements
  - Principles and practices of direct client service delivery
  - Principles of social needs, problems, attitudes and behavioral patterns.
  - Applicable federal, state and local laws, rules and regulations
- Office administrative practices and procedures, including records management and the operation of standard office equipment
- Computer applications related to the work, and the ability to type proficiently.

**Ability to:**

- Plan, supervise, review and evaluate the work of staff
- Interpret, explain and apply regulations, policies and procedures
- Communicate effectively both orally and in writing
- Plan, prioritize and organize
- Analyze, evaluate and make sound decisions
- Prepare clear, accurate and effective reports, correspondence and other written materials
- Demonstrate interpersonal sensitivity and work with a diverse population
- Establish and maintain effective work relationships

**Learn more about us!**

**Alameda County Behavioral Health**

[www.acbhcs.org](http://www.acbhcs.org)

**Alameda County Health Care Services Agency**

[acgov.org/health](http://acgov.org/health)

