

Clinical Supervisor

DEPARTMENT: Senior and Family Services

REPORTS TO: Director of Senior and Family Services

FLSA STATUS: Exempt

LOCATION: Niles, IL

PT/FT: Full-time, 5 days/week

SUMMARY: The **Clinical Supervisor** provides clinical supervision to the professional staff who perform clinical casework/case management to clients. The position also supervises staff who facilitate groups/programs. In addition, the Clinical Supervisor assists in conducting case reviews, and maintaining records to ensure that the Community Care Program, Title III Case Management are implemented according to AgeOptions, Illinois Department on Aging (IDoA), and agency policies.

DUTIES AND RESPONSIBILITIES:

- Meets with the professional staff on a weekly basis to provide clinical supervision, consultation, and training
- Reviews case records with supervisees to ensure compliance with policies and procedures for the department
- Performs regular Community Care Program (CCP) and Case Management quality assurance reviews; maintains appropriate records
- Maintains Comprehensive Care Coordinator (CCC) Case Manager IDoA Certification
- Assists in preparation for audits and reviews
- Provides back-up supervision in absence of other supervisors
- Completes annual staff evaluations of supervised staff members
- Completes statistical data and all required paperwork in a timely manner
- Participates in community meetings as requested by the Director of Senior and Family Services
- Completes a minimum of 18 hours of continuing education each year
- Responds to medical emergencies and performs CPR/AED and First Aid as needed
- Performs other related duties as assigned by management

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 7 employees within the Senior & Family Services Department (Niles office).
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

QUALIFICATIONS:

- Master's Degree (MA) in social work or counseling
 - Certificates, licenses and registrations required: Comprehensive Care Coordination (CCC) certification and current CPR/AED and First Aid Certification; Licensed Clinical Social Worker (LCSW), preferred
 - Minimum of 5 years clinical experience with older adults
 - Minimum 3 years supervisory experience
 - Computer skills required: Microsoft Office Suite
 - Other skills required:
 - Sensitivity to cultural diversity
 - Current driver's license and access to a vehicle
 - Preferred skills:
 - Administrative experience
 - Group counseling experience
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To be considered for this position, please send your resume and salary requirements to hr@nssc.org.