

**Coalition for Hispanic Family Services  
JOB DESCRIPTION**

**Program:** Mental Health Clinic  
**Job Title:** Part Time Clinic Supervisor (21 Hrs. wkly.)  
**Reports To:** Program Director  
**Date Available:** Currently Available  
**Date Posting:** January 11, 2018  
**Deadline to Apply:** January 18, 2018

**To apply:** Submit a resume and cover letter with qualifications to Karina Diaz, Program Director, at [kdiaz@hispanicfamilyservicesny.org](mailto:kdiaz@hispanicfamilyservicesny.org) by 5pm on January 18, 2018.

**DUTIES AND RESPONSIBILITIES:**

The Clinic Supervisor is responsible for the oversight of administrative and clinical supervision and performance evaluation of Per Diem clinical staff. Will supervise and train clinical staff for the provision of direct care services. All responsibilities are carried out in accordance with the standards of all regulatory bodies and of the Coalition for Hispanic Family Services. Work schedule includes Saturday, including evenings and on-call services.

RESPONSIBILITIES include, but are not limited to:

- ❖ Assist Clinic Director with the management of the Saturday clinic;
- ❖ Provide regularly scheduled supervision to Per Diem clinical staff;
- ❖ Completes job performance evaluations and provides professional development support on a regular basis.
- ❖ Help with facilitation of weekly clinical case conference;
- ❖ Ensure clinical and administrative compliance in all program areas;
- ❖ Assist in the development of the clinic's annual plan, goals and levels of service;
- ❖ Document, distribute and monitor all incidents;
- ❖ Carry a reduced caseload as requested;
- ❖ Accurately and in a timely manner complete required case records, reports and statistics on EHR;
- ❖ Interface with other CHFS staff to ensure integration and coordination of services;
- ❖ Performs other duties as assigned.

**Qualifications:**

- Graduate from an Accredited School of Social Work with more than three years of experience in mental health programs

- Current New York State Certification in Social Work-LCSW
- Minimum of 1 year of supervisory experience
- Strong Computer Proficiency
- Excellent organizational, time management and communication skills
- Strong administrative skills, as well as an understanding of mental health delivery issues.
- Knowledge of Spanish may be helpful but not required
- Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families.