

**Coalition for Hispanic Family Services**  
**JOB DESCRIPTION**

**Program:** Mental Health Clinic  
**Job Title:** Clinic Supervisor  
**Reports To:** Program Director  
**Date Available:** Immediately  
**Date Posting:** Open Until Filled

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

**JOB SUMMARY**

The Clinic Supervisor is responsible for the oversight of administrative and clinical supervision and performance evaluation of all 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 may include rotating shifts, including evenings and Saturdays, and on-call services.

**RESPONSIBILITIES include, but are not limited to:**

- Assist Clinic Director with the day to day management of the clinic;
- Provide regularly scheduled supervision to clinical staff;
- Conduct training and development, as required;
- Conduct performance appraisals;
- Schedule and oversee all staff meetings, case conferences;
- Ensure clinical and administrative compliance in all program areas;
- Schedule and monitor staff attendance, staffing, and vacation scheduling to ensure proper coverage;
- 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;
- Represents the agency at community conferences and meetings;
- Accurately and in a timely manner complete required case records, reports and statistics;
- 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 5 or more years of experience in mental health programs.
- Current New York State Certification in Social Work-LCSW.
- Minimum of 2 years 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.
- Ability and willingness to travel to client's home, school, etc., when necessary to negotiate any steps and barriers to client's treatment.
- Knowledge of Spanish may be helpful.
- Understanding and appreciation of the roles of race, religion, ethnicity, sexual preference, and individual values as they relate to servicing clients and families.