

PRESBYTERIAN CHILDREN'S HOMES AND SERVICES-MO

JOB TITLE: Case Therapist Supervisor

FLSA STATUS: Exempt

LOCATION: St. Louis

DATE: 11/10

REPORTS TO: St. Louis Director of Services

REVISION DATE: 8/17

POSITION SUMMARY:

Provides supervision to *Family Solutions for Kids* Case Therapists; provides liaison between the Family Court and PCHAS-MO; oversees the work activities of *Family Solutions for Kids* Case Therapists.

ESSENTIAL JOB FUNCTIONS:

- Directly supervises 14 Case Therapists in accordance with the agency's policies and procedures. This includes interviewing, hiring and training employees; planning, assigning and directing work; appraising employee performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Provides orientation of all new assigned personnel.
- Provides clinical supervision for each assigned Case Therapist. This includes weekly individual supervision for newer Therapists; bi-weekly for experienced Therapists and bi-weekly group staffing with team members.
- Reviews Case Therapist paperwork to assure quality of service as well as timely compliance with Standard of Practice recordkeeping.
- Be on-call to assigned Case Therapists to assist with crises or urgent matters as they arise.
- Assist the Director of Quality Assurance in compiling statistical information and outcomes management.
- Facilitates monthly team meeting.
- Informs STL Director of Services of program occurrences and critical incidents as they occur. Supervision to be used for on-going issues, routine case review, administrative and contractual issues.
- Reviews billing summary weekly.
- Coordinates monthly billing activities with the Controller's office.
- Maintains confidentiality and HIPAA standards for all assigned clients and families.
- Performs other duties as negotiated to meet agency goals and objectives.

JOB REQUIREMENTS:**EDUCATION:**

The Case Therapist Supervisor shall possess a master's degree in Social Work, Psychology, or Counseling. Must be licensed in a clinical discipline, i.e. LCSW, LPC, etc.

EXPERIENCE:

At least three (3) years of therapy and supervisory experience preferred. Also prefer experience in providing in-home therapy. Agency prefers the employee must be state approved to provide licensure supervision.

SKILLS:

Must be able to communicate effectively, verbally and in writing with professionals and client families; strong psychosocial assessment skills; possess good understanding of various treatment methodologies utilizing strength-based clinical interventions; minimal supervision regarding use of time; able to prioritize work assignments; persuasion and negotiation of conflicts and problems; understanding and following accreditation/licensing/government/contract regulations. willingness to work irregular hours which may include evenings and weekends, and under pressure conditions; and maintaining order in an environment of changing priorities.

SUPERVISORY RESPONSIBILITIES:

14 Case Therapists.

EQUIPMENT TO BE USED:

Must be able to operate computer using agency approved software programs, and other office machines such as fax, calculator, telephone, and so on.

TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending and reaching. May require lifting up to 25 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office equipment. Requires normal range of hearing and vision.

TYPICAL MENTAL DEMANDS:

Must be able to analyze many variables and choose the most effective course of intervention at any given point in time. Must handle novel and diverse work problems on a daily basis. Personal maturity is an important attribute. Must be able to resolve problems, handle conflict and make effective decisions under pressure. Must have a long attention span in order to listen to people, perceive the *real* problems and bring issues to a successful conclusion. Must have the ability to work with people from various ethnic groups in a culturally competent manner.

WORKING CONDITIONS:

Works in a typical office setting and in clients' homes; drives an automobile on a routine basis in an urban area. Must carry cell phone at all times to be available to Case Therapists, as needed.

OTHER REQUIREMENTS:

Must hold a valid driver's license, have and maintain a risk-free driving record. Must be willing to undergo initial and periodic child abuse/neglect, criminal history, sexual offender, and child care/elder care disqualification list screenings as conducted by the *Missouri Department of Health and Senior Services* utilizing the *Family Care Safety Registry*. Must submit fingerprints for review by the Missouri State Highway Patrol and Federal Bureau of Investigation (FBI). Must undergo a pre-employment drug screen and a pre-employment physical with the results showing no evidence of communicable disease. Must be *American Red Cross* first aid and CPR certified at all times.

I have read and understand the responsibilities, qualifications, and demands of this job position (Case Therapist Supervisor), and I have had the opportunity to review this job description with my immediate supervisor.

EMPLOYEE: _____

SUPERVISOR: _____

DATE: _____

DATE: _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT