

**Cardinal McCloskey Community Services
Job Description**

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| Job title: Article 31 Clinician | FLSA status: Exempt |
| Department: Article 31 Mental Health Clinic – “McCloskey Cares” | Reports to: Article Clinic Supervisor |
| Job Grade: 15 | Date Description Written or Revised: 10/2018 |

Position Summary: The “McCloskey Cares” Article 31 Mental Health Clinic program will provide a range of behavioral health services as well as limited health services for children and their families in the South Bronx Community. The clinic will operate with a trauma-informed and trauma-sensitive focus and all staff will be required to uphold the tenets of the Sanctuary Model – the agency’s organizational change model that supports this endeavor. To this end, the Clinician in the “McCloskey Cares Clinic” of Cardinal McCloskey Community Service will be responsible for providing Individual, Group and Family therapy, mental health crisis intervention for children and their families in the South Bronx community. The clinician will establish and maintain ongoing communication with all members of the treatment team

Position Hours: Hours include evening and weekends

Primary Responsibilities:

- Provide individual, group, and family therapy for children and affiliated adults.*
- The Clinician will work cooperatively with the treatment team to maximize communication and coordination of efforts in the development of appropriate treatment strategies for the children and families on his/her caseload.*
- Understanding and supporting the agency’s mission and treatment philosophy:
 - a. Adhere to the Agency’s Mission, Vision, and Values Creed and foremost treat all clients, families and colleagues with compassion, dignity, and respect.
 - b. Demonstrates and models sensitivity to cultural background of children, families and colleagues alike
 - c. Honors Sanctuary Commitments in all day to day activities
- Complete all necessary documentation in compliance with Part 599 Regulations
- Complete an initial treatment plan within 30 days of admission for each child/youth; complete updated treatment plans every 90 days thereafter, complete weekly progress notes , and complete discharge summaries when treatment is completed.*
- Provide consultation to staff
- Provide collateral sessions to both Biological and Foster families as needed.*
- Participate in clinical meetings / treatment team meeting/conferences as required for children on his/her caseload.
- Maintain and update Progress notes using Electronic Health Record.
- Meet with interdisciplinary team to review treatment, case monitoring, and discharge planning, pursuant to sound professional practice and to federal, state and city guidelines
- Participate in weekly clinical supervision with the Clinical Supervisor.*
- Participate in educational opportunities to further enhance skills/knowledge.*
- Additional relevant responsibilities/duties as assigned by the Clinical Supervisor.*

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES MARKED WITH ‘*’

Essential skills, experience, licensure, certification:

- Master’s level clinician with a degree in social work, mental health counseling and/or marriage and family therapy; Licensure required; LMSW and bilingual preferred.
- Minimum two years’ experience providing clinical assessments/treatments, case management services for children/adolescents and Families
- Knowledge of the complex issues presented by children and families who are involved in the child welfare system.
- Have some working knowledge of the Children’s systems, including ACS, OMH , DOE,
- Understanding of and appreciation of the roles of race, religion, ethnicity, sexual preference and individual values as they relate to servicing client and families.
- Preference is given to staff who have been trained in any evidence based models of care for children and families
- Familiarity with OMH operated Article 31 clinics, Part 599 regulations is preferred

CMCS is committed to the practice of trauma-informed care in accordance with the tenets of Sanctuary through utilizing the SELF framework for Sanctuary practice and promulgating Sanctuary training and trauma-informed clinical treatment.

General sign-off: The employee is expected to:

- Adhere to Cardinal McCloskey Community Services’ policies and procedures
- Perform duties as workload necessitates
- Communicate regularly with supervisor about department issues
- Demonstrate flexible and efficient time management and ability to prioritize workload
- Consistently report to work on time prepared to perform duties of position
- Meet department productivity standards
- Relate to other employees beyond giving and receiving instructions
- Get along with co-workers or peers without exhibiting behavioral extremes
- Perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others
- Respond appropriately to criticism from a supervisor

I have read and understand the description of this job.

Print Name: _____

Signature: _____

Date: _____

Applicants can apply by sending their resumes directly to cwilliams4@cmcs.org and putting the position they are applying for in the subject line.

**Cardinal McCloskey Community Services
Job Description**

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|------------------------------------------------------------------------|------------------------------------------------------|
| Job title: Clinical Supervisor | FLSA status: Exempt |
| Department: Article 31 Mental Health Clinic – “McCloskey Cares” | Reports to: Clinic Director |
| Job Grade: 15 | Date Description Written or Revised: 7/5/2018 |

Position Summary: The “McCloskey Cares” Article 31 Mental Health Clinic program will provide a continuum of behavioral health and health services for children and their families in an urban setting. The clinic will be operated from a trauma-informed and trauma-sensitive focus and all staff will be required to uphold the tenets of the Sanctuary Model – the agency’s organizational change model that supports this endeavor. To this end, the Clinic Director will provide programmatic and administrative oversight in the fast-paced environment of the “McCloskey Cares Clinic.” The Clinical Supervisor will ultimately be responsible for providing individual and group supervision to Master’s level Mental Health professionals and therapists, primarily serving children and families. The Clinical Supervisor will provide oversight and support of administrative procedures and paperwork requirements to ensure compliance with Office of Mental Health (OMH) contract requirements and regulations and quality improvement policies. This position will require exceptional written and oral communication skills, excellent computer skills in a Microsoft windows environment.

The Clinical Supervisor will also be required to be knowledgeable in evidence-based interventions and be able to provide direct clinical services to children and families as well; this position will be responsible to manage a small clinical caseload.

Position Hours: Hours include evening and weekends

Primary Responsibilities:

- Understanding and supporting the agency’s mission and treatment philosophy:
 - a. Adhere to the Agency’s Mission, Vision, and Values Creed and foremost treat all clients, families and colleagues with compassion, dignity, and respect.
 - b. Demonstrates and models sensitivity to cultural background of children, families and colleagues alike
 - c. Honors Sanctuary Commitments in all day to day activities
- Provides group and clinical supervision to clinical staff
- Will supervise staff using the Sanctuary Model S.E.L.F. framework
- Will uphold and adhere to the Sanctuary tenants, practice and framework to execute clinical practices and supervisory duties
- Respond to clinical staff request for clinical and administrative consultation
- Train, teach and coach staff in utilizing tools that will enhance their practice and ensure competency
- Reviews and monitors clinical records
- Communicates and ensures compliance with administrative requirements and regulatory requirements
- Utilizes Electronic Medical Record database to timely input pertinent client data and supervision record

- Monitors staff performance and productivity
- Responds to client crisis calls and provides after hours clinical support to staff
- Provides oversight of clinical internship program as needed
- Maintains client confidentiality according to HIPAA and state guidelines
- Consistently interacts with staff and colleagues in a manner that reflects the agencies mission, vision and values.
- Become knowledgeable with ACS child welfare regulations to assist in comprehensive treatment planning

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES MARKED WITH ‘*’

Essential skills, experience, licensure, certification:

- Master’s Degree in Social Work; Must be a licensed (LMSW or LCSW)
- At least two years of experience providing clinical services to children and families
- Should have some trauma awareness and ability to work in a high crisis environment
- Understand the complexities families and children present with and recognize complex trauma
- At least two years of clinical supervision experience
- Ability to provide supervision to therapist towards licensure
- Ability to engage with therapist of diverse backgrounds and cultural backgrounds
- Bilingual (Spanish) would be preferred
- Must have respectful and accepting attitude towards clients and their families
- Must have good engagement skills to develop positive supportive relationships with clients, families, staff, leadership and community partners.
- Familiarity with OMH operated Article 31 clinics, Part 599 regulations is preferred

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