



LCSW, Clinical Supervisor

JOB DESCRIPTION

The role of the LCSW Clinical Supervisor within the Case Management team will be to introduce and provide clinical supervision and engage individuals and/or families in long term services within the community. S/he is responsible for the provision of comprehensive clinical supervision to LMSWs working with clients within Transitional Housing. The Clinical Supervisor will have EBP, individual/group counseling experience including assessments, treatment plans, case management, crisis intervention, formulating discharge plans, and individual /collateral counseling. The Clinical Supervisor may conduct family counseling and integrated care coordination as needed.

Principal Duties & Responsibilities

Intake/Case Management/Counseling/Referral

- Ensures that LMSW's are providing clinical case management to identified individuals and families
- Ensures that each LMSW manages a caseload responsibility for up to 25 clients
- Participates in intake process to formulate a psychosocial and realistic treatment plan
- Collaborates with Win Team and outside agencies engaged with families for follow up and ensure consistency in the delivery of services
- Identifies families and/or individuals who are in need of a higher level of service including; victims of domestic violence, families with active ACS cases, individuals exhibiting signs of mental illness or substance abuse; non-compliant or hostile and aggressive clients
- Participates in the development of Quality Improvement projects
- Participates in interdisciplinary care planning
- Provides individual, collateral and group mental health, substance use, and harm reduction/recovery counseling
- Reports significant observations and interactions with clients
- Makes referrals to agencies and community resources
- Maintains appropriate case record documentation and statistical reports and prepares other reports in accordance with Win and regulatory agencies



Supervision

- Research and make recommendations for training opportunities outside the agency
- Research and make recommendations for training opportunities outside of the agency
- Responsible for ensuring that all programs are meeting the performance measures and seeking to enhance and adjust the program as needed to best serve the clients
- Provides clinical supervision, coaching and development to LMSWs
- Ensures that all LMSWs maintain current and accurate confidential case records, which includes intake, assessment, follow-up evaluations, progress reports, consultations and recommendations
- Ensures the training of the LMSWs in the utilization of the Uniform Client Chart (CARES)
- Provides and ensures on-going individual training so that the client chart is appropriately utilized as a tool to document all case activity and is complete, and accurate at all times

RESPONSIBILITIES

- Attend and participate in meetings, training and case conferences, as required
- Must ensure that client charts are “Audit Ready” at all times
- Works with the staff to develop curriculum for special meetings, activities
- Assume responsibility for Program Services in the absence of the Program Director
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- Conducts regularly scheduled audits of the Uniform Client Chart (CARES data entry, supporting documentation and chart maintenance), to ensure compliance with OTDA regulatory requirements, DHS contractual requirements and WIN standards
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- Attends regularly scheduled CARES training sessions to obtain updates and upgrades of the system and ensure consistency in dissemination of information and training of all LMSWs
- Manage the shelter’s multidisciplinary team and ensure that weekly case conferences are conducted
- Develops and conducts client groups



- Assess effectiveness of referral agencies and Win programs, providing feedback to the Program Director to ensure that resources are available and goals of the program are achieved
- Prepares mandated reports as required by Win and other contractual agencies in an accurate, timely manner
- Assists with staff recruitment, training, development and performance evaluations
- Attend and participate in meetings, training and case conferences, as required

QUALIFICATIONS

- Current NYS LCSW license
- Demonstrated experience facilitating groups and developing curriculum
- Experience working with individuals with mental illness and substance abuse, preferably with homeless families
- Good verbal and written communication skills
- Good interpersonal skills and team work

Please email all resumes or inquiries to: jsiegel@winnyc.org