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| <p>JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 10/16/97</p> | <p>OUTPATIENT AND COMMUNITY SERVICES SUPERVISOR</p> <p>Revised: 10/14/04; 09/24/10; 08/10/12, 5/2/17</p> |
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* Denotes an Essential Function

Title: Outpatient and Community Services Supervisor

Category: AS4

Code: OCS SUP

Education and Experience Required: Master's degree in social work or counseling from an accredited school and Maine state conditional licensure required. LCSW preferred. LCPC, LMSW-cc and LCPC-c will be considered. Experience with children's community-based services and supervisory experience is preferred. Must maintain current licensure and/or certification.

Knowledge, Skills and Abilities Necessary: This position requires that the employee be knowledgeable about both diagnosis and evidence based practices, have excellent clinical skills, strong leadership skills, and exceptional organizational skills.

Position Summary: The Outpatient and Community Services Supervisor is responsible for the operation and functioning of all aspects of the program(s) to which he/she is assigned. In general this will include the administrative and supervisory functions of the program. Supervisors in the Outpatient and Community Services are responsible for the direct supervision of employees and in this role are responsible for supporting the employee in meeting all the requirements of their jobs, as well as supporting the professional growth of employees. Supervisors assure that Spurwink clients receive culturally competent and trauma informed care. Outpatient and Community Services supervisors also work collaboratively with other agency departments to best support quality programming and the fiscal health of the programs for which they are responsible.

Duties and Responsibilities:

- * 1. Hire, train and supervise and evaluate employees in the Outpatient and Community Services (Outpatient and Community Services), in conjunction with the Associate Regional Director.
- * 2. Assure that employees maintain current Client records and documentation according to Spurwink and licensing standards.
- * 3. Monitor productivity expectations of employees and all day to day programmatic functions.
- * 4. Provide individual supervision and facilitate group supervisions.
- * 5. Facilitate monthly staff meetings.
- 6. Adhere to Spurwink and mental health licensing standards re: confidentiality, Client rights, etc.
- 7. Keep Associate Regional Director apprised of any immediate emergencies, crisis, or mandated reporting.

8. Support Spurwink Services Outpatient and Community Services programs by consistently networking and collaborating with agency stakeholders and community partners.
9. Carry cases and maintain productivity expectations as determined by the Associate Regional Director and Regional Director.
10. Provide Quality Assurance reviews of client records in conjunction with Associate Regional Director and Continuous Quality Insurance (CQI)
11. Understand and manage the unique dynamics created by the public/private partnership and become knowledgeable about the procedural guidelines and expectations of working within the public school environment as appropriate for school based employees.
12. Participate in on call rotation if required by program(s) supervised.
13. And, those other assignments appropriate to the position as determined by the Associate Regional Director.

Immediate Supervision: Associate Regional Director.

Immediate Subordinates: Outpatient and Community Services program employees as determined by the Associate Regional Director and Regional Director.

Schedule of Employment: Exempt position.

Other: As an Outpatient and Community Services Supervisor, he/she must keep client and employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable diseases, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Outpatient and Community Services Supervisor may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B) and will be offered the Hepatitis B vaccination series upon hire. He/she must maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date