

DEPARTMENT: MENTAL HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 30, 2025

SUPERVISING LICENSED CLINICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work that provides programmatic and clinical supervision for community mental hygiene service programs related to the Department of Mental Health. This position provides daily operational management and programmatic coordination to an assigned program or site and provides clinical supervision to licensed clinicians, with regulatory scope of practice. The incumbent maintains an assigned caseload to provide clinical and therapy services. All duties are performed in accordance with program and regulatory requirements and the incumbent is responsible for ensuring that the program or site is properly staffed to meet performance expectations. Incumbents are designated as a program or site coordinator and work under the general supervision of higher-level administrative staff. Incumbents are allowed wide leeway for the exercise of independent action and programming in accordance with established policies and procedures. General supervision is exercised over assigned subordinates in the assigned program or site. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides professional programmatic management and supervision for one or more programs under the general supervision of the Director or Designee;
2. Provides administrative oversight to assigned aspects of the program(s) including clinical services, billing, and support staff operations in accordance with audit readiness corporate compliance, federal and state regulations and laws;
3. Performs personnel duties including assisting with recruitment, interviewing, making hiring recommendations, training, completing performance evaluation of employees supervised, and collaborates on disciplinary issues with department administration;
4. Monitors program expenditures and coordinates with department administration to maintain expenses within budget;
5. Collaborates with department administration in the development of budgets and strategies related to financial feasibility of all operations;
6. Assists in the development, revision and implementation of program and department policy and procedures;
7. Ensures patient records comply with state and federal regulations and laws and department expectations;
8. Oversees the incorporation of clinical standards and manages quality compliance in assigned programs;
9. Holds staff accountable to units of service and/or productivity expectations;
10. Prepares for and responds to state, federal and other regulatory audit and certification reviews;
11. Ensures that assigned programs are properly staffed, scheduled and covered to meet performance expectations;
12. Reviews and processes with the County Attorney's Office requests for records and information, court ordered evaluations, significant events and clinical issues with potential legal ramifications;
13. Ensures and reviews regular clinical supervision of program staff;
14. Assigns work to subordinates;
15. Meets regularly with subordinates to review caseloads to provide clinical and operational supervision and direction in areas such as but not limited to assessment; development and implementation of treatment plans; individual, collateral and group counseling; crisis intervention; patient/client advocacy; and other associated areas;
16. Prepares requests for work orders, and purchase of equipment and supplies as it relates to programmatic facility management;
17. Maintains, collects and analyzes programmatic data and synthesizes information into formal reports for presentation to administration and produces annual reports as required;
18. Provides leadership in long range planning toward the development of better mental health programming;
19. May direct in-service training of other department and other agency professionals and paraprofessionals;
20. Provides clinical services to clients as needed;
21. Participates in crisis on-call rotation and community based evaluation, advocacy, and crisis intervention;
22. May provide client related services in conjunction with forensic or court issues such as testimony, advocacy and consultation.

CONTINUED

SUPERVISING LICENSED CLINICIAN CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, methods, procedures and practices of mental health and/or behavioral health counseling/social work and/or of the social factors affecting disease and disability, of the functioning and management of community mental health programs and facilities and the scope of services rendered, and of community resources and how to use them effectively with others; comprehensive knowledge of all state regulations governing community mental health programs; ability to use modern software applications and information technology devices at an acceptable rate of speed and accuracy; ability to organize, direct and coordinate mental health programs; ability to clinically supervise, manage and coordinate the work of others; ability to prepare technical and informational data for administrative use; ability to provide effective professional leadership of a high order; ability to analyze and evaluate reports of licensed clinicians and make sound decisions; ability to prepare reports; ability to organize and operate training for new program staff; ability to plan and supervise the work of others; ability to effectively communicate orally and in writing; tact and courtesy; sound professional judgment; integrity; initiative; willingness and availability to work on-call; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as a Staff Social Worker or Senior Licensed Clinician in the Niagara County Department of Mental Health and be a current Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist with Diagnostic Credential (LMFT-D), Licensed Mental Health Counselor, with Diagnostic Credential (LMHC-D), or Licensed Creative Arts Therapist with Diagnostic Credential (LCAT-D) in New York State.

OPEN COMPETITIVE QUALIFICATIONS:

Candidates must be a current Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist, with Diagnostic Credential (LMFT-D), Licensed Mental Health Counselor, with Diagnostic Credential (LMHC-D), or Licensed Creative Arts Therapist with Diagnostic Credential (LCAT-D) in New York State and have four (4) years of full-time paid experience providing social work services in a community mental health/behavioral health program.

SPECIAL REQUIREMENT: Employees must maintain appropriate permanent license, including diagnostic privilege where applicable (LCSW, LMHC-D, LCAT-D, LMFT-D) throughout the duration of employment.