



JOB POSTING CLINICAL INTERN SUPERVISOR

Position Title: Clinical Intern Supervisor

Reports to: Director of Clinical Services

Salary Range: \$48,529 - \$72,529 DOE

Benefits: Individual health insurance (80% employer paid)
Paid leave and self-care days
Access to supplemental insurance including dental

Education/Experience Required: Master's degree in Social Work, Psychology, Counseling, Marriage and Family Therapy, or closely related field. Missouri Clinical Licensure required. Experience in child, individual, group and/or family therapy is required as well as knowledge and experience in trauma-focused treatment and play and/or art therapy. Experience providing training or guidance to interns/students required. Strong verbal and written communication skills are required.

Values: Client-centered, strengths-focused perspective; adheres to CAPA's Mission and Vision; positive regard for clients and staff; team approach and respectful of cultural and ethnic diversity.

Productivity Expectations: The Intern Supervisor will maintain duties in accordance with assigned grant activities including direct client contact, and training and supervising student interns working with grant-funded clients.

Tasks:

Direct Client Contact:

1. Provides face-to-face child, individual, group and/or family therapy, case management, crisis counseling, court advocacy, helpline and/or any other services as assigned to the position by the Manager of Clinical Services. Percentage of time devoted to activities in accordance with current grant stipulations.
2. Maintains a positive working relationship with staff, Interns, volunteers, clients, the general public and any collaborating organizations. This includes activities such as: the development of referrals, follow-up, and outreach efforts.
3. Attends intern supervision, staff and/or program Team meetings as necessary for the position.

4. Administers program evaluation tools (exit surveys for AmeriCorps Members) and client satisfaction surveys to clients according to the timetables for these activities.
5. Maintains thorough records as needed in the performance of the position, including program documentation and monthly program data (i.e.) completes assigned program assessments; maintains program records; and monthly, quarterly & annual statistical program reports assigned by supervisor. Also submits weekly schedules, bi-monthly timesheets, and monthly records of mileage and expenses incurred in service delivery.

Supervisory Duties:

6. Recruits, screens, selects, trains, and provides ongoing supervision and evaluation of graduate-level, student interns (volunteers), including:
 - a) Review client progress with supervisees weekly.
 - b) Provide input and monitor the intervention process.
 - c) Monitor case documentation.
 - d) Monitor implementation of Client Treatment Plan.
 - e) Co-sign case documentation.
 - f) Complete Intern evaluations for student supervisees.
7. Conducts file reviews of Intern charts as part of the Quality Assurance process quarterly and for all exiting AmeriCorps member Interns.
8. Assists their direct supervisor with the collection, data entry, analysis, and reporting of quarterly, bi-annual, and annual program outcomes from Intern cases.
9. Assists their direct supervisor in the development and maintenance of the Intern Training Manual and ongoing training of Interns.
10. Completes assigned tasks in a timely manner.
11. Completes any other tasks assigned by a supervisor, or designated to the position in the program design.