

# INTERN SUPERVISOR

## Overview

The Intern Supervisor will provide leadership and support to all of CAPA's foundation and clinical interns. They will be responsible for ensuring supportive and reflective intern supervision, intern training and education, program delivery, and quality control and evaluation.

## Essential Job Functions

### Supervision

- Recruits, screens, selects, trains, and provides ongoing supervision and evaluation of graduate-level, and student interns (volunteers).
- Provide weekly face-to-face individual and/or group supervision to interns.
- Review client progress with supervisees weekly.
- Provide input and monitor the intervention process.
- Monitor case documentation.
- Monitor the implementation of Client Treatment Plans.
- Co-sign case documentation.
- Complete Intern evaluations for student supervisees.
- Conducts file reviews of Intern charts as part of the Quality Assurance process quarterly and for all exiting AmeriCorps member Interns.
- Assists their direct supervisor with the collection, data entry, analysis, and reporting of quarterly, bi-annual, and annual program outcomes from Intern cases.
- Assists their direct supervisor in the development and maintenance of the Intern Training Manual and ongoing training of Interns.
- Completes assigned tasks in a timely manner.
- Completes any other tasks assigned by a supervisor or designated to the position in the program design.
- Resolve complex issues.
- Adhere to legal and agency policies and procedures and undertake disciplinary actions if the need arises.
- Meet with the Clinical Director weekly/bi-weekly for additional supervisory support.

## Essential Job Functions Cont'd

### Direct Service

- Provide direct service, which can be weekly face-to-face child, individual, group or family therapy, case management, crisis counseling, court advocacy, helpline, and/or any other services as necessary. Percentage of time devoted to activities in accordance with current grant stipulations.
- 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.
- Administers program evaluation tools (exit surveys for AmeriCorps Members) and client satisfaction surveys to clients according to the timetables for these activities.
- Attends intern supervision, staff and/or program Team meetings as necessary for the position.
- Maintain 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.
- Submits weekly schedules, bi-monthly timesheets, and monthly records of mileage and expenses incurred in service delivery.
- Provide critical support to clients and caregivers as needed which includes problem solving with therapists and the Clinical Director.

### Additional Job Functions

- Carry out CAPA's mission: To prevent and treat all forms of child abuse by creating changes in individuals, families, and society that strengthen relationships and promote healing.
- Support CAPA's strategic plan and ensure accountability through the successful implementation of assigned objectives where applicable.
- Maintain confidentiality of all agency information, consumer nonpublic personal information (NPI), and personal health information (PHI), as well as records directly or indirectly identifying any person currently or formerly receiving services from CAPA.
- Maintain professional standards and technical knowledge through annual attendance at educational workshops/seminars and review of professional publications. Inform staff and colleagues of the results of these activities.
- Accept and use supervision, direction, and consultation to maximize available resources in the completion of work duties.
- Additional responsibilities will be assigned as needed to maintain and improve the effective functioning of the department and to advance the mission of the organization.

All job responsibilities will be carried out under the direction of agency policies and procedures.

## **Education and Experience**

- Master's degree in Social Work, Psychology, Counseling, Marriage and Family Therapy, or closely related field.
- Independently Licensed Professional Counselor or Independently Licensed Clinical Social Worker in Missouri required.
- Registered Play Therapist preferred.
- At least two years of experience providing clinical licensure supervision, administrative supervision, or supervision to student interns.
- Experience in providing child, individual, group, and/or family therapy.
- Knowledge and experience in trauma-focused treatment and play and/or art therapy.
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control, and performance.
- Understanding of human resources, employee performance improvement plans, and corrective action policies.
- Strong verbal communication skills including the ability to work successfully within a team environment and collaborate with other professional staff.
- Excellent verbal and written communication skills with exceptional attention to details.
- Personal qualities of integrity, credibility, and a commitment to and passion for serving children and families.
- Proficient in Microsoft Office products including Microsoft Excel as well as proficiency in the use of email and professional office equipment such as fax machines, copiers, and scanners.
- Familiar with and willing to adhere to the social work code of ethics and the ACA code of ethics.
- Ability to collaborate with a diverse group of individuals.
- Reliable transportation, auto insurance, and ability to travel to all parts of the community.

## **Compensation and Benefits**

- Salary: \$63,360 - \$95,040 depending on experience
- Benefits: 80% employer-paid individual health insurance or 5% employer-paid retirement contribution, life insurance up to \$50,000, paid time off, self-care days, birthday leave, holiday pay (state and federal), cell phone stipend, mileage

reimbursement, continuing education, and access to employee-paid supplemental insurance.

| • PAID LEAVE BENEFIT | # of Days |
|----------------------|-----------|
| CAPA Paid Holidays   | 12        |
| Paid Leave           | 15        |
| Self-Care Days       | 12        |
| CAPA Winter Break    | 7         |
| Birthday Leave       | 1         |
| Personal Leave       | 2         |
| Sick Leave           | 12        |

| OTHER BENEFITS  |                         |
|---|-------------------------|
| Cell Phone Reimbursement                              | \$75 per quarter        |
| Mileage Reimbursement                                 | 62.5 cents per mile     |
| Professional Development Training                     | 1% of salary<br>Ongoing |
| Health Insurance*                                     | 80% of premium          |
| 403B Contributions**                                  | 5%                      |
| Life Insurance***                                     | Up to \$50,000          |
| Employee Assistance Program<br>Supplemental Insurance |                         |

**\*Medical Insurance:** CAPA will pay 80% of your individual health insurance premium. The additional cost of the premium will be paid by you. You may add family or dependent coverage at your own cost. CAPA deducts any difference in cost for each of your paychecks and pays your premium directly to the health insurance company.

**\*\*403 (B) Plan:** If Medical Insurance is not selected, CAPA will pay 5% of your salary, with no matching requirement, towards a qualified 403 (B) retirement plan. You may authorize additional amounts to be deducted from your paychecks. Current fund options are Edward D. Jones Company and American Century Mutual Funds.

**\*\*\*Life Insurance:** CAPA provides life insurance for eligible staff at one time the annual salary, up to a maximum of \$50,000 at no cost to staff. Staff members may purchase additional life insurance if desired as part of their benefit coverage. Premium is deducted from your paycheck each month.

## Workplace Policies and Agreements

- All CAPA staff must sign a confidentiality agreement and conflict of interest agreement.
- CAPA does not allow for the use of recreational drugs, vaping, or any habit-forming substances that can impair performance.

## Working Conditions

| Conditions                         | Details  |
|------------------------------------|--|
| Hours of work                      | Monday - Friday from 8 am to 5 pm; evenings and weekends rarely but based upon client and agency need.         |
| Overtime expectations              | Overtime is not permitted.   |
| Work environment                   | Private office for clients sessions; some work may be done in local schools and other community-based settings |
| Travel requirements                | Local travel will include schools and other community-based settings; out-of-town travel is rare.              |
| On-call responsibilities           | This position may entail after-hours phone access with interns, therapists, and/or client or their caregivers. |
| Special conditions or requirements | Must be able to pass an FBI background check along with a child abuse and neglect screening.                   |

## Evaluation and Review

- Performance evaluation will be based on the degree to which the Essential Job Functions outlined above are completed.
- Meeting and exceeding the expectations outlined above in the Essential Job Functions may result in additional compensation as a performance bonus.

## Reporting Relationships

- Reports to: Director of Clinical Services
- Supervises: Interns
- Other contacts: Vice President of Programs, direct service staff, funders, board members, and clients