



EMPLOYMENT OPPORTUNITY

Center for Families and Children
 Human Resources Department
 4500 Euclid Avenue
 Cleveland, Ohio 44103
 (216) 432-7257 (Fax)
 careers@c4fc.org

<u>Position:</u>	<u>Location</u>
Supervisor of Behavioral Health Services	East

Job Summary:

Under the supervision of the appropriate Program Director or Manager, is responsible for the ongoing supervision of program, staff and/or site. Establishes appropriate training programs. Performs administrative and community relations tasks and provides leadership for various task forces and committees. May manage a caseload as well.

Job Duties & Responsibilities:

Supervises designated Clinical staff members. Appraises their performance. Arranges all record keeping and reporting pertinent to these assignments. Schedules/assists with regular staff meetings as requested.

Maintains a regular program for case review, record documentation and record completion. Coordinates and supervises case management and assignment. Maintains appropriate statistics and reports related to intake and staff productivity.

Establishes appropriate training programs and/or in-service development programs to further staff knowledge and skills.

May provide individual and group counseling with a caseload. Demonstrates knowledge and performs diagnosis and treatment on a level required of a senior clinician.

Collaborates with the Medical Director and/or Program Director, as appropriate, regarding staff concerns, client issues and program development.

Provides case consultation to staff of other agencies regarding agency clients, as needed. Interprets service and acts as liaison to other agencies and community organizations. Participates in committees and other groups.

Participates in agency studies, peer review and research projects.

May have the responsibility to coordinate student field placements with area universities. May recruit and supervise student interns at behavioral health sites.

Performs other duties as assigned.

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Job Qualifications:

Masters degree in social work or counseling, with independent licensure in the State of Ohio required. Must have a minimum of five years of related professional experience and at least two years of supervisory experience. A minimum of five years direct service experience within CFC, including a demonstrated ability to coach, mentor and lead in both positive and negative situations may be considered and substituted for external supervisory experience.

Must be self-directed, self-disciplined, and skilled and knowledgeable in direct service work with adults, children and/or families.

Must be knowledgeable of program alternatives and managed care. Must be resourceful in the development and leadership of both program and staff.

Must have strong interpersonal skills with a demonstrated ability to work effectively in a team environment.

Must have an awareness of and sensitivity to the cultural diversity of the population served.

Must have excellent oral and written communication skills, the ability to make sound decisions under stressful conditions, demonstrated clinical skills, and an ability to organize and prioritize tasks. Must be able to work cooperatively with persons across disciplines, both within and outside the agency.

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children
Attention: Supervisor – Behavioral Health Services
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