

**SIERRA TRIBAL CONSORTIUM, INC.**

***Job Description & Posting***

**Fresno Site:**  
**610 West McKinley Avenue**  
**Fresno, CA 93728**  
**(559) 445-2691**

**Auberry Site:**  
**31985 Lodge Road**  
**Auberry, CA 93602**  
**(559) 272-0691**

**Job Title: Clinical Supervisor**

**Type: Full-Time (Exempt)**

**Reports to: Executive Director**

**Department: Clinical**

**Pay Range: \$65,563-\$78,200**

---

**SUMMARY JOB DESCRIPTION:**

The Clinical Supervisor will be a versatile, self-motivated, results-oriented professional who is able to assist with managing a strong clinical team under the supervision/oversight of the Executive Director. The Clinical Supervisor is involved with clinical operational oversight and supervision to the clinical department. The position insures adherence to the mission, vision and values of the organization as well as STC's standard policies and procedures. This position assists with managing and ensuring service quality and clinical documentation compliance while working closely with the Executive Director and team members to achieve the organization's clinical and fiscal division goals and service outcomes.

**RESPONSIBILITIES:**

- Contributes to STC's mission, vision, and program philosophies by way of work product and professional behavior internally as well as with our external agencies.
- Adhere to all current federal & state laws, as well as STC's Policies and Procedures, including the safeguarding of confidential protected health information and compliance with Health Insurance Portability & Accountability Act (HIPAA)
- Demonstrates an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees; identifies culturally relevant issues and implements communications in a manner appropriate to them.
- Participates actively in agency quality assurance activities including performance and outcomes review, case record review, stakeholder review, incident review, and improvement planning.
- Establishes relationships and communicates with the clients/family, caseworkers, probation officers, family member and staff.
- Attends department/agency meetings
- Attends training related to the responsibilities of the position
- Completes other duties as assigned.

**ESSENTIAL DUTIES:**

- Provides clinical supervision for assigned staff under the clinical department. Supervision needs will be evaluated based on the clinical experience and performance and may be weekly but not less than bi-weekly.
- Participates in leading clinical team meeting to ensure clinical service goals are met and program and organizational developments are communicated, understood and implemented
- Ensures weekly review and management of caseload and productivity.
- Monitors compliance with treatment services.
- Share responsibility of closely monitoring the referral list, including scheduling and assigning new cases in a timely manner to clinical staff based on staff case load and productivity. Set expectations for the clinical staff in regards to meeting performance requirements and achieving goals. Ensures clients have timely access to care provide by our providers.
- Reports all adverse incidents to the Executive Director immediately.
- Monitor treatment plan service compliance
- Involved with onboarding curriculum/training with new staff.
- Monitors HIPPA compliance and reports breaches in accordance with corporate policy.
- Adheres to the requirements and regulations as set forth by the Department of Health and Human Services

### **KNOWLEDGE, SKILLS & ABILITIES:**

- General knowledge/understanding of clinical administration within a health care environment
- Strong clinical skills and knowledge of the treatment issues concerning adults and families
- Experience with Child Protective Services and knowledge of ICWA cases through DSS
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to be clear headed and decisive based on the scope of the position
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to appropriately accept feedback through the supervision process – thus displaying the willingness to learn, grow and improve
- Competent in using Microsoft Word, Excel, the internet, and electric health records
- Ability to effectively work as a part of a professional team
- Ability to implement and train clinical staff in principles regarding client confidentiality (CFR 42, part 2 and HIPPA)

### **POSITION REQUIREMENTS:**

- Current certification by a certifying agency approved by the California Department Health Care Service (DHCS) to provide substance use disorder counseling preferred
- Minimum of 2-3-years supervisory experience
- Minimum of 7-years of continuous sobriety if a person in recovery
- Proof of valid California Driver's License
- Copy of official state driving record
- Cleared background check for Federal and State
- Cleared TB test results
- Cleared pre-employment drug test
- Maintain CPR & First Aid certification

### **PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Standing for up to 15-20%
- Must be able to lift up to 30-40 pounds occasionally.

### **COMPANY BENEFITS:**

- Health, Dental and Vision Insurance
- 403(b) Retirement
- Paid Vacation, Sick, Personal Leave and Birthday
- 11 Paid Holidays

*Must be able to pass pre-employment requirements*

*Apply and submit resume online at [www.sierratribal.org](http://www.sierratribal.org) or email your resume and application to [jobs@sierratribal.org](mailto:jobs@sierratribal.org).*

*This position will be posted until the job is filled.*

---

### **DISCLOSURE STATEMENT:**

Sierra Tribal Consortium, Inc. operates under the legal doctrine of employment at will. The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference given to qualified American Indian applicants in accordance with applicable Indian Preference Act (Title 25 U.S. Code Sections 472 and 473) and the Indian Self-Determination Act, Public Law 93-638, provided the applicant has submitted acceptable proof of Indian Preference for employment which is to accompany the application if you are claiming Indian Preference.