

Alberta's Health Regions and Voluntary Organizations and the Health Sciences Association of Alberta (HSAA)

This classification specification identifies representative duties and responsibilities, and is intended to assist in the determination of the appropriate classification level within each discipline. Some duties and responsibilities may overlap between class levels. The classification specification is not intended to provide an exhaustive list of all duties performed.

Classification Title: **Clinical Supervisor**

Date Updated: **May 20, 2008**

Job Summary:

The Clinical Supervisor participates in the planning, implementation and evaluation of treatment services. In addition, the Clinical Supervisor provides advanced psychology, social work or mental health therapy.

This position also provides professional practice leadership in their relevant discipline including planning, coordination, implementation and evaluation of continuing professional development activities for clinical staff. Provides individual clinical supervision of staff, promotes best practices and standards established by the relevant professional associations.

Key Responsibilities and Typical Duties:

Core Duties

- Responsible for the efficient operation of the triage process and referral assignments as well as treatment and discharge processes.
- Prioritizes referrals in conjunction with multi-disciplinary team.
- Monitors waitlists and workload.
- Conducts caseload reviews with multidisciplinary staff.
- Makes decisions regarding staff scheduling and allocation across a program.
- Performs psychological/social work/mental health assessments and consultations to determine a client's suitability.
- Consults and liaises with external agencies such as criminal justice and/ or law enforcement systems as appropriate.
- Conducts a variety of assessments using assessment tools relating to mental illness.

Other Related Duties

- Participates in evaluation and research opportunities.
- Provides input to manager on policies and procedures.

Leadership

- Develops collaborative relationships with key stakeholders such as community agencies and referral sources.
- Provides clinical supervision and mentoring for staff.
- Participates in interviewing and hiring of clinical staff.
- Develops, delivers and evaluates education and orientation programs to staff.
- Provides functional guidance to other staff concerning their clinical duties and professional development.
- Provides discipline specific expertise to other disciplines and other members of the social work or psychology disciplines as appropriate regarding social work or psychology practices.

Decision-Making

- Participates in the evaluation of the services for efficiency, clinical outcomes and cost effectiveness.
- Recommends treatment priorities and the sequence of treatment steps.
- Recommends changes to social work, psychology or mental health best practices to management.

Knowledge:

Education

- Master's Degree in Psychology or Social Work or an equivalent combination of education and experience.

Registration Requirements

- Current registration with the applicable professional college.

Working Conditions:

Physical Demands

- Required to stand or sit for extended periods of time during performance of duties.

Work Environment

- Travel in all weather/road conditions.
- Works with clients who have cognitive and/or behavioral issues or high medical needs.
- May involve working with clients who present criminal or suicidal tendencies; potential exposure to violence and aggression.