Clinical Group Supervisor

Department/Program: Wediko Summer Program
Reports To: Director/Manager
Job Category: Specialist/Exempt
Status: Temporary/Seasonal

Job Summary
The Clinical Group Supervisor provides direct leadership, management, and supervision of a Clinical Cabin. The Clinical Cabin Group consists of a staff team and a cohort of students in a short term residential setting. The Clinical Group Supervisor is responsible for creating and implementing structured supports as well as interventions on an individual and group level. The Clinical Group Supervisor collaborates with other program leadership team members, family clinicians, guardians, and outside providers to ensure that our students are receiving the best treatment and care possible.

Essential Functions
Developing and implementing individual and group based treatment strategies, which includes, but is not limited to the following:

- Having working knowledge of tiered systems of social, emotional, and behavioral supports (training provided by Wediko), including: Positive Behavioral Interventions and Supports (PBIS), Components of trauma sensitive communities, Side by Side™, Systems Family Therapy Model, Wediko’s Hierarchy of Interventions, and Wediko’s Behavior Checklists
- Facilitating daily group therapy sessions
- Communicating and problem solving with guardians, family therapists, and outside providers about the progress of students
- Collaborating with team members, Think City leadership, Nursing, Family Therapists, Program Coordinators, Program Managers, and Program Directors to ensure students are receiving the best treatment and care possible
- Consistently teaching and modeling appropriate interactions between staff and students in a variety of social situations
- Teaching and modeling behavioral interventions as taught and outlined in orientation
- Utilizing approved behavior management techniques including use of de-escalation room and therapeutic holds when de-escalation and/or physical intervention is necessary for crisis management
- Dispensing of medication following approved procedures
- Providing direct care and supervision for assigned Clinical Cabin Group to ensure the safety and wellbeing of the students
- Responding to and reporting safety concerns to appropriate staff in a timely manner
- Utilizing agency policies when responding to emergencies
- Awareness of clinical and/or medical needs of the assigned students and the ability to implement necessary procedures and precautions

Providing ongoing administrative functions related to the treatment and care of students in assigned Clinical Cabin Group which includes, but is not limited to:

- Attending program leadership meetings
• Maintaining regular weekly office hours for the timely completion of all phone calls and clinical documentation responsibilities
• Facilitating twice weekly Clinical Group Supervision
• Completing necessary documentation related to phone calls, planning meetings, and safety/wellness concerns
• Completing agency required intakes, treatment plans, and discharge paperwork to fidelity
• Helping plan and implement critical program days throughout the summer including, but not limited to, general staff arrival day, general staff orientation, child arrival day, and visitor’s day
• Participating in all orientation week activities
• Maintaining confidentiality in regard to staff and student HIPAA protected or other sensitive information

Minimum Requirements
• Completion of an advanced degree in Social Work, Psychology, Sociology, or related human services field of study
• Strong communication and interpersonal skills
• Ability to approach challenges in a supportive and creative manner
• Adaptability in an ever-changing work environment
• Familiarity with and ability to use Microsoft Office Programs such as PowerPoint, Excel, and Word to carry out essential job functions

Abilities Required
Employees are responsible for transportation to one of the pick up and drop off locations at the beginning and end of the summer. During the summer, on days off, employees are responsible for acquiring transportation to/from the NH setting. A driver’s license is convenient; but, it is not necessary to perform work responsibilities. The majority of work is outdoors in a rural environment, which means exposure to heat in summer. Duties may require employees to be outside during adverse weather. The duties of the position involve standing for the vast majority of the work period. Employees are required to physically escort or hold students therapeutically to prevent students from being a danger to self or others. Employees may be required to move equipment 50lbs or more. Employees may be exposed to high noise level for extended periods of time related to event type.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, limitations related to the disability and the ability of Wediko Children’s Services to accommodate the limitation.

Disclaimer
The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Approved By: Jose Perez
Date Approved: 12/15/2017
Date Reviewed: 12/15/2017