Job Description

Job Title:          Partial Hospitalization Supervisor
Department:        Partial Hospitalization
Reports To:        Director of Partial Hospitalization Programs
FLSA Status:       Exempt (Non-Bargaining Unit)
Salary Range:

SUMMARY: Under the supervision of the Director of Partial Hospitalization Programs, this position provides supervision and coordination of Partial Hospitalization services. The supervisor functions as intake/assessment manager, service delivery coordinator, team leader, trainer and supervisor.

CORE COMPETENCIES
- Mastery of basic counselor competencies
- Ability to fairly evaluate employee work and skill level
- Ability to manage multiple priorities
- Demonstrates leadership skills
- Ability to monitor employees and train effectively
- Ability to motivate others
- Ability to monitor and enforce agency policies
- Ability to utilize agency and community resources
- Ability to balance clinical, administrative and facility responsibilities
- Ability to represent the agency and facilitate a relationship with the community and other providers
- Respectful of client rights & confidentiality and values professional ethics
- Ability to facilitate meetings and speak publicly

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manages the administrative and clinical aspects of Partial Hospitalization services through individual and team supervision. Takes a leadership role in the implementation of an agency-wide client-focused partial hospitalization service system.

- Carries out partial hospitalization services orientation and training programs that enables staff to meet full range of expectations in areas including, but not limited to the following: Social work/counseling ethics, concepts and practices; psychiatric and crisis intervention services; monitoring documentation procedures; community resources attainment, philosophies and accepted standards of care in mental health.

- Participates in peer review, utilization services, general staff meetings, interdisciplinary meetings, workshops and seminars. Reviews and makes certain that recommendations from Peer Review Committee are put into effect.

- Coordinates the development of the Individual Service Plan and insures that the client participates in the development of the ISP. Monitors program and client records for compliance with County Community Mental Health Board and Medicaid standards. Insures that service and treatment documentation meets standards established by quality assurance and maintains accurate, quality record keeping at all times. Implements and monitors outcome measures. Responsible for intake/assessments for the partial hospitalization program; crisis intervention and coordinates groups.

- Participates in agency-wide collaborations; networking on behalf of clients. Identifies unmet clinical, social vocational and residential needs. Makes recommendations and assists in the development of new services.
• May be required to manage community support team program: space/facility, equipment, and supplies, and to participate in inventory control and purchasing as it relates to client services. Assists department as backup leader when necessary.

• **ESSENTIAL KNOWLEDGE AND SKILLS:** Comprehensive knowledge of the principles, procedures, expectations and goals of Partial Hospitalization services, the Social Work Code of Ethics, rehabilitation, group process and dynamics. Must be resourceful with excellent knowledge of community support, community resources; vocational, social educational, mental health and human services.

Must know and assure client confidentiality consistent with client rights and all applicable federal, state and local laws, including the special requirements surrounding work with alcoholism and substance abusers. Must be thoroughly familiar with client's right organizations.

Must have the ability to assure that all service provided by the partial hospitalization unity be culturally specific and relevant. Must be committed to providing serves that respond effectively to the values present in the client's culture.

**QUALIFICATIONS:** An appropriate license is required. At least two years of additional related experience prior to licensure. Previous work experience with a severely mentally disturbed population is essential. Must have proven ability to work with mental health consumers and their families, therapist, psychiatrists, community support specialists, and wide range resources professionals. Strong written and oral communication skills are required.

Valid Ohio driver's license with less than four (4) points on driving record and current automobile insurance which meets state minimum requirements. Must be willing to work a flexible schedule, including evenings and weekends. Must be available after hours and be able to respond to emergency situations.

I have received and understand my job description:

__________________________________________________________________________________________

Employee Name                                          Date

__________________________________________________________________________________________

Director/Manager/Supervisor                           Date