



**JEWISH FAMILY &
COMMUNITY SERVICES**
EAST BAY

JOB TITLE: Parenting & Youth Clinical Supervisor

LOCATION: Office in Berkeley, hybrid work schedule

EMPLOYMENT TYPE: Full time (37.5hr/wk), salaried, exempt

HOW TO APPLY:

Please complete an application including a cover letter and resume through the JFCS East Bay Career Center which can be accessed on our website at <https://jfcs-eastbay.org/jobs/>

POSITION SUMMARY:

Under the direct supervision of the Senior Program Manager, the Clinical Supervisor will provide oversight for the supervisors and clinicians in the department. These clinicians are using a relationship-based model to provide early childhood mental health services and case management to children 0-5 and their families as well as older children in a variety of settings including the child's home, schools, or at the JFCS East Bay offices.

The Clinical Supervisor will provide reflective clinical and administrative supervision to those staff providing supervision and direct treatment. This position will also be responsible for quality assurance, development of protocols and procedures, agency-wide professional training for clinicians and assisting the Senior Program Manager with maintaining community partnerships. This position will also include oversight of various projects and possibly maintain a small direct service caseload.

POSITION RESPONSIBILITIES:

- **Clinical Supervision:** Provide clinical and administrative supervision for between four to eight clinicians, graduate school interns and contracted supervisors who provide mental health treatment for children and youth. Commitment to trauma-informed, evidence based, culturally responsive supervision practices. May also maintain a small direct service caseload.
- **Leadership:** In conjunction with the Senior Program Manager, provide Clinical leadership for the Parenting & Youth Services team. Develop program protocols and procedures. Coordinate referrals and assignment of cases. Ability to identify administrative needs, propose solutions and lead the adoption of new processes.
- **Training & Development:** Coordinate agency-wide clinical training, to include clinical supervision, case consultation, internship training and clinical program development. Assist in the recruitment, interviewing, and selection of clinical staff.
- **Grants & Community Partnerships:** Coordinate grant compliance and quality assurance for a variety of funding sources, including writing grant reports. Skilled in data management and preparation of written reports. Maintain community partnerships.

- **Technology:** Use technology effectively in the performance of one's job. Includes the integration and acceptance of new technology when appropriate. Confidence using Microsoft 365 and client management systems/databases.
- **Oversight:** Exceptionally organized, efficient, highly motivated, able to handle multiple tasks at once, meet deadlines and take initiative. Strong attention to detail and a high level of accuracy. Oversee clinical quality assurance.
- **Integrity:** Ability to maintain strict confidentiality related to client, staff and other Agency information. Personal qualities of integrity, credibility, and commitment to agency mission of promoting and strengthening the social and emotional well-being of diverse individuals and families throughout the East Bay.
- **Projects:** Work on additional projects and perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Licensed Clinical Social Worker, LMFT, LPCC or Psychologist
- Training in early childhood mental health or education
- Knowledge of typical and atypical child development and home visiting
- Previous experience with supervising, motivating, and training staff
- Experience providing trauma-informed, evidence based, culturally responsive clinical supervision
- Excellent interpersonal skills and can engage with people of all ages, cultural and ethnic backgrounds, sexual orientations, and genders
- Clean DMV record, current California driver's license, and car required. Must be available to work one evening per week. Must be able to travel to various job sites in Alameda County.

PREFERRED QUALIFICATIONS:

- Bi-lingual in English & Spanish
- Experience with Medi-Cal billing and other types of client billing
- Previous experience with EPSDT program management

COMPENSATION AND BENEFITS:

Compensation for this position will be \$90,000-\$95,000 with a \$2,000 sign on bonus.

Benefits include:

- Medical/Dental/Vision
- Life Insurance/AD&D
- Long Term Disability
- Flexible spending accounts
- 401(k) with contribution matching after one year
- 28 paid days off per year
- Hybrid work schedules where employees can work from both home and an office