

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Clinical Supervisor  
**DEPARTMENT:** CARES  
**REPORTS TO:** Director of CARES

**SALARY GRADE:** 14  
**FLSA STATUS:** E  
**DATE:** 11/2022

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Provides individual and group supervision to volunteer interns and clinical Youth Services and GAIL staff. Assists director in operation of clinical services and the development of policies and procedures. Provides counseling services to individuals and groups less than 18 years of age and their families. The work involves extensive interaction with community and human service agencies, police departments, government agencies and the general public. Work is performed under the limited supervision of the Social Services Director. Supervision is exercised over all division personnel.

**ESSENTIAL JOB FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Assures that the quality of clinical services is maintained through individual and group supervision of interns and staff.

Reviews paper and electronic case files and ensures that they are accurate and current.

Reviews all reports of suspected abuse or neglect of vulnerable adults or minors and assure that appropriate actions are taken. Develops and revises program policies and procedures for volunteer interns.

Participates in the interviewing and selection of volunteer interns.

Meets and confers with individuals and groups to discuss behavioral, disciplinary and interpersonal problems and to provide psychotherapy services.

Identifies circumstances and situations that contribute to problem incidents.

Plans strategies for dealing with specific cases and seeks the resolution of problems.

Refers cases to other community service agencies when appropriate and maintains contact with school staff, outside therapists and other contacts beneficial to addressing problems.

Provides information, referrals, service linkages and short-term informal counseling over the phone and to walk in clients.

Promotes linkages with various service organizations and develops, plans, and implements various educational programs.

Maintains case documentation on all cases to include intake summaries, treatment plans, session notes, and discharge summaries. Provides advocacy or documentation of service letters on specific cases as needed.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports. prepares work reports.

Represents the City on various boards and organizations on the local, regional and state levels. Represents the department at various board and committee meetings and provides liaison with other departments on related activities.

**IMPORTANT JOB FUNCTIONS:**

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's Degree from an accredited college or university in Social Work, Psychology, Counseling or related field; and,

Extensive progressively responsible experience including two years' experience in clinical supervision; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Licensed Mental Health Professional

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Psychology, human behavior and group dynamics.

Pertinent Federal and State statutes and City ordinances.

Cognitive behavioral family therapy, psychology, human behavior and group dynamics

Clinical supervision

All computer applications and hardware related to performance of the essential functions of the job. Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

Supervision interns and staff

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to establish effective working relationships with a wide range of agencies, groups and individuals.

Ability to be tactful, courteous and poised in difficult situations.

Ability to analyze problems and to respond appropriately.

Ability to persuade.

Ability to lead others.

Ability to establish supervisory relationships and provide supervision to interns or adjunct staff.

Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. This is sedentary work requiring the exertion of up to 10 pounds of force rarely.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

**NOTE:** This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.